

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair
Richard Schadewald, John Vander Leest, Keith Deneys

ADMINISTRATION COMMITTEE

Wednesday, March 6, 2019

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 6, 2019.

1. Review minutes of: *None.*

Comments from the Public

Presentation

2. Digital Counties Initiative presented by Oliver Buesche of My Strategy Solution, LLC.

Communications

3. Communication from Supervisor Schadewald re: This is my request to review travel, conference and lodging policies related to County Board members. *Motion at February meeting: To hold for 30 days. See attachment.*
4. Communication from Supervisor Erickson: Have the Clerk of Courts (John Vander Leest) meet with Human Resources to determine why the department employees have been demoted. And that reconsideration be given to the employee classifications of the personnel of this very importation department. This meeting should also have a cross section of the department employees. *Referred from February County Board.*
5. Communication from Supervisor Borchardt re: To look at adopting statutory authority to allow taxpayers the option to pay property taxes in installments. *Referred from February County Board.*
6. Communication from Supervisor Sieber re: Request that Human Resources within Department of Administration review the classification and compensation study of the Clerk of Courts Department and to be completed within 90 days. *Referred from February County Board.*

Child Support

7. Budget Status Financial Report for January 2019 – Unaudited.
8. Director Summary for January & February 2019.

County Clerk

9. 2018 to 2019 Carryover Funds.

Technology Services

10. Budget Status Financial Report for December 2018 – Unaudited.
11. 2018 to 2019 Carryover Funds.
12. Approval of the lowest qualified bid for Project 2281 – Ashwaubenon Expansion – Phase 2 Project.
13. Approval of the lowest qualified bid for Project 2284 – Webster Avenue Fiber Relocation Project.
14. Broadband Discussion/Report.
15. BCCAN Report.
16. Technology Services Monthly Report.

Administration

17. Budget Adjustment Log.
18. 2018 to 2019 Carryover Funds.
19. Director's Report.
20. Tax Collection Agreements Between Brown County and Municipalities.

Human Resources

21. Director's Report.

Treasurer – No agenda items.**Other**

22. Audit of bills.
23. Such other matters as authorized by law.
23. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Wednesday, February 6, 2019 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Deneys, Supervisor Vander Leest
Also Present: Supervisors Lefebvre, Borchardt, Corporation Counsel David Hemery, Director of Administration Chad Weininger, Corporation Counsel David Hemery, Health and Human Services Director Erik Pritzl, Deputy Executive Jeff Flynt, Child Support Director Maria Lasecki, Technology Services Director August Neverman, Treasurer Paul Zeller; and other interested parties.

I. Call to Order:

This meeting was called to order by Chair Tom Sieber at 6:04 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Deneys, seconded by Supervisor Vander Leest to approve the agenda. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

III. Approve/Modify Minutes of January 2, 2019.

Motion made by Supervisor Vander Leest, seconded by Supervisor Deneys to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

1. Review minutes of: None.

Comments from the Public: None.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to hold items 2 and 3. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Communications

2. Communication from Supervisor Schadewald re: This is my request to review travel, conference and lodging policies related to County Board members. *Motion at January meeting: To hold for 30 days.*

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to hold for 30 days. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

3. Communication from Supervisor Schadewald re: This late communication is my request for a review of the programs, services and/or county involvement for children (birth to age 4) that are in need of assistance. *Referred from January County Board.*

Supervisor Schadewald asked Director of Child Support Maria Lasecki regarding Child Support's role, specifically, in working with children birth to age 4.

Director Lasecki wished to clarify if he was asking regarding services rendered to these children.

Schadewald wondered if they direct where the checks go, if they cut the checks, do they follow the fathers of the kids etcetera.

Lasecki informed Schadewald that Child Support does not handle the money, the trust fund at the State of Wisconsin handles that, and that is for good reason as they are 3rd party handlers. She said that they do take

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some payments at the local agency but they do their best to avoid that. What they are in charge of is enforcing the order and managing the account but not managing the money.

Schadewald wanted to know if they made sure it gets to the kids.

Lasecki stated that they make sure the money gets from the non-custodial parent to the custodial parent household where the children should be residing. This is done through a great deal of locate efforts to ensure that they have correct residences and households for those individuals. Sometimes this is a bit of a hiccup that they run into, not having current household information.

Schadewald summarized this by reiterating that they make sure that money is going from non-custodial to custodial households but they have no way of knowing if the money is being used on the kids.

Lasecki emphasized that the intent is to make sure the money gets to the household of the custodial parent but they don't have a mechanism to make sure that money is specifically used for the child. What she wanted to say though and what they say to the non-custodial parents all the time is that it costs a great deal of money to have a car, a home, to pay for childcare, and things of the like and the intent is to make sure they have the money allocated for those purposes as part of the order. But she cannot say with any certainty where that money is going to exactly.

Schadewald also asked the role of Child Support with respect to paternity.

Lasecki informed him that they do indeed assist in the establishment of paternity whether that's through volunteering paternity acknowledgement, or through DNA testing. She spoke to the fact that she provided the Board with some information regarding asking legislators to consider that they make administrative paternity establishment a much less court related procedure. There is a law in the State of Wisconsin that is commonly referred to as "A Father for Every Child" which makes one of their duties to be having a father on all birth certificates. She wanted to add a large part of what they do and what they are incentivized to do is to find third party health insurances that are available where children can be covered by the custodial parent, the non-custodial parent, or both. As the order reads, their job is to find that health insurance, get it into the system and they are incentivized through money from the State.

Schadewald asked if this was only for children in their system.

Lasecki replied that this was the case for the most part and they are usually referred these children from Economic Support. People can apply for services as they can help a great deal but they don't always get involved in all Brown County children's lives who are under the age of emancipation.

**Motion by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote Taken.
MOTION CARRIED UNANIMOUSLY.**

Technology Services

4. Technology Services Monthly Report.

Technology Services Director Neverman asked if there were any questions regarding the report that was included in the agenda packet. He highlighted that it does have the answers to the questions that were asked in the previous meeting specifically regarding funding and also the backlog which is included on page 6 of that report. He noted the answer to Supervisor Schadewald's question related to prioritization is located on page 13 and the answer to the question with respect to steering is on page 14. Also, the answers to the questions on how Brown County compares to other counties is located in there as well. He noted he is choosing staffing that would be appropriate and that the board would choose to select but if they are not awarded any additional staff they will do great work with the people they have, he ensured. Neverman also spoke to some of the differences between other counties and Brown. Other counties don't have the backlog in terms of a project perspective and they do have a focus in the bigger system, or more profile areas, so to speak, they have additional staff. He said that Waukesha is an outlier in terms of staff but they are a useful comparison from a

size perspective. From a funding and standardization level Outagamie County should be looked at as the comparison and those numbers are included as well in the agenda packet.

Supervisor Deneys wished to thank Director Neverman for putting this together as he asked for a lot of the information. It did show and does a good job of showing some of the concerns he had. He looked at Outagamie and noted that they have similar staffing yet fewer customers and fewer services provided. The backlog chart, for him, was pretty telling and it shows a sort of falling behind that concerns him.

**Motion by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote Taken.
MOTION CARRIED UNANIMOUSLY.**

Neverman wanted to close by thanking the staff for putting in the long hours they did working on the securest project. There were 6 different people regularly involved in the project and 3 of which, Beth, Ryan and Francis put in significant hours trying to get this functional. One of them slept overnight he wanted to point out. Whatever system is selected they will be supporting.

Supervisor Vander Leest asked what the main problem was with the system itself.

Neverman responded that the problem with it is that there was not one specific problem, but rather, there were 20-30 different issues with it. If there would have been only 1 specific thing then it would have been a lot easier to handle.

Vander Leest wondered if this was taken from a different department that actually used the system before.

Neverman said that he is not sure how many other counties and municipalities have been using it. He stated that the implementation of it here does not match what they have seen in other locations. There were a lot of entities that gave a very positive response in favor of this communication system. The committee itself did thorough review of the options so he was confident in that review from a technology perspective after they had taken a review from a law enforcement perspective. He reiterated there was a multitude of individual problems rather than just one large overarching problem.

Although shown in the proper format here, the committee returned to items 2 and 3 at this time.

Child Support

5. Budget Status Financial Report for November 2018.

Chair Sieber asked if there was anything to highlight from the report.

Lasecki said there was not.

**Motion by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote Taken.
MOTION CARRIED UNANIMOUSLY.**

6. Departmental Opening Summary for January 2019.

Lasecki informed the committee that they have 2 offers going out to 2 strong candidates as they had interviewed the day before this meeting and the day of this meeting respectively.

**Motion by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote Taken.
MOTION CARRIED UNANIMOUSLY.**

7. Discussion and possible action regarding the attached draft *Resolution in Support of Increased County Child Support Funding* (seeking Administration Committee approval and referral: 1) to Corporation Counsel to review and amend Resolution by inserting 'Brown County' language; 2) to Administration to prepare Fiscal Note; and 3) to refer amended Resolution with Fiscal Note to Executive Committee for review and approval as this involves legislation).

Lasecki passed out a handout that had just recently been issued to her as part of the Wisconsin Child Support Enforcement Association Legislative Committee that she is a part of. She said that they have been instrumental in meeting with legislators in Madison recently as there was a group that went down the week of this meeting. The request as laid out in the Legislative Priority sheet, that she included, references an increase in Child Support funding of \$1.5 million at the State level and a primary reason for that being that they haven't seen an increase in funding since 2007 as funding has been flat. She spoke to the fact that a lot has changed within the agency and a lot has fallen to Child Support as well. She cited a statistic that 1/3 of children in the nation are living in single parent households which would indicate a change in society as well. What the WCSEA asked all counties to approach their boards and ask if they would be supportive of a resolution where they ask the State to include this in their budget and this is a sort of program where for every \$1 the State puts in they can put \$2 down from the federal government. What this would mean in logistical terms for Brown County would be about \$189,000 additional dollars in the next budget which would go a long way, she ensured. She noted that she is aware that supporting expenditures is never an easy decision but she informed the committee that they need it and it is needed across the State as well. She said this money would make sure that staff had enough time and also would get enough staff on board to have the time to handle the complexity of the cases that are being brought forth.

Supervisor Deney had a question regarding the graphic which Lasecki had passed out, that had showed support of this increased funding. He was wondering what the other counties that are not on record in support of it yet were thinking.

Director Lasecki stated that it wasn't her understanding that the other counties would be turning it down but she couldn't say she could speak to each one individually. What she can say though is that the hope is for a clean sweep. By and large the support exists but she was not positive on how many individual wards were being approached to do so. It is still relatively early in the process, she informed the committee, but it is later than earlier in said process. It is important that this gets done as they continue to go to Madison to talk to people who are decision makers.

Motion by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve the changes requested and forward to Executive Committee. Vote Taken. MOTION CARRIED UNANIMOUSLY.

8. **Director Summary for December 2018 & January 2019.**

She noted that she tries to lay out the best she can what is going on in the department so in the event there are any specific questions they can be addressed. The transition to Elevate is complete, Lasecki stated, there is an Employment Specialist on board and he's seeing individuals and so far it has been a very good move. They are moving some folks around and specializing and are therefore maximizing the efficiency and effectiveness of the staff because they are attending to just one type of action. This was done not just in a vacuum but by a work group and included a staff vet who would have knowledge of what might work and what might not. Nobody was exactly sure so a number of different things were tried. The staff liked this and informed her it was less stressful to not have to know a lot about everything. They are going to move some cases around so individuals can get closer to the people who are doing similar work. This is the best way they can look at capitalizing the capacity and to the credit of the staff they are willing to try anything to make it a doable thing.

Supervisor Vander Leest asked Lasecki how many work in her office.

Lasecki replied that 39 work there, plus 1 Facilitator who is actually a Family Services employee.

Motion by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

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Treasurer

9. Discussion and possible action on the sale of the following tax deed parcel (review of any Realtor received offers as of February 6, 2019 to be presented to Supervisors at meeting): Parcel 5-1707 at 1338 Bond Street 54303 in the City of Green Bay – Best Offer(s).

Treasurer Zeller went back to December and they attempted to sell this back then. They then marketed this parcel through the County Realtor Jason Gerhard. He was there to present the offers that had been received prior to the deadline of February 5th at 5pm.

Gerhard presented 2 offers. He cited a big issue to be the title issue. As far as what they put out there as far as provision, no contingencies, it must be cash, etcetera the two offers are not comparable as far as price. One offer was for \$25,000 and the other offer was for exactly what it was marketed at, or \$100,000. A lot of people were very cautious in pursuing the property without having clear title to the property. It was going to take a certain buyer to feel comfortable moving forward with that and to have the funds available.

Schadewald asked if Treasurer Zeller recommends this.

Zeller said they set a minimum bid and it was met so he did indeed the committee accept that bid. Supervisor Kneiszel asked what for the assessed value of this property.

The assessed value on the 2018 property tax bill was \$149,100.

Supervisor Deneys wanted to know if this was going to get the County satisfied. He wanted him to run through the numbers.

Zeller said that the total delinquencies due to Brown County are \$15,208.32. Over and about that, the Treasurers Department maintenance costs for the year such as, snow removal, public service bills and so forth will come out of the proceeds of this sale, by far.

Gerhard said that the closing date on the offer would be relatively quick and occur on February 20th.

Kneiszel wondered whether this was a homestead. Zeller responded that there is a homestead claim and that the former owner through her personal representative has completed the form which has been notarized and it's proper. So there is a homestead claim on the balance at a roughly 50/50 split. Zeller highlighted that, by statute, they will pay out that homestead claim.

Deneys spoke to the fact that there were some concerns regarding the taxes for the year. He emphasized that on a 50/50 split on a homestead the loss from the taxes is most likely being made up for.

Zeller clarified that because the County is the owner of record on January 1, 2019 the entire tax year is considered exempt. There is no tax revenue derived from any of the taxing jurisdictions. So, the new owner will not pay property taxes until December 2020. But, out of the \$100,000 sale the County is recovering all 2018 taxes and all other delinquent taxes.

Deneys clarified that what he was getting at asking was that, on a \$140,000 house what would the County have incurred from that.

Zeller informed him that the County's share of the 2018 tax bill is \$683, which the 50/50 split more than covers. What essentially happens is that the City of Green Bay's levy is spread out across all the other taxpayers, therefore everyone else carries a slightly larger load when something comes off the tax rolls.

Vander Leest then asked whether the City of Green Bay will get anything from their tax portion. Zeller said that they will not get anything from the tax year 2019. He wondered if all the taxes from other years, such as 2018 for example, are being satisfied as well. Zeller said from years such as 2014 and 2015 the County has already paid out to the City of Green Bay, to the Green Bay Public Schools and NWTC as those entities are already whole and a part of statutory distribution. These taxing jurisdictions get their tax in delinquent years and the County is left holding the delinquency. The County's recourse is to be able to sell the house and possibly make some money. Vander Leest believed if there wasn't so many judgements on this property, as far as the deed

and so forth, then he felt the County could have done better. But after hearing the circumstances, such as timeframe and the market, he thought that they did well. Zeller and Gerhard agreed with this and Gerhard believed, considering the circumstances, he didn't have any concerns with this offer.

Motion by Supervisor Schadewald, seconded by Supervisor Vander Leest to accept the bid of Richard J. Detiege at \$100,000 for Parcel 5-1707 at 1338 Bond Street 54303 in the City of Green Bay. Vote Taken.
MOTION CARRIED UNANIMOUSLY.

10. Review of 2018 Tax Rate Detail Sheet.

Zeller passed out copies of the Tax Rate Detail Sheet to the Committee that is attached to these minutes. He highlighted that this is prepared at this time every year. He included it for interest and review and there is no action necessary. It's an enlightening comparison as you can see how the different school districts within the municipality alter the big picture.

A conversation ensued regarding the tax rate in Howard between Schadewald and Zeller. Schadewald mentioned his constituents' tax rate going up. They talked about tax rate versus assessment costs and their synonymy. Schadewald mentioned passing a County budget where the rate went down but taxes went up in Howard and his constituents wondered how this could be. Zeller spoke to the fact that other taxing entities all enter into the equation. The County is roughly only 25% of the total tax bill and what you see on that bill reflects all of the factors possible. So, the County may pass a budget lowering taxes but the rest may not do the same.

Motion by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote Taken.
MOTION CARRIED UNANIMOUSLY.

11. Review of Treasurer's Dept. Preliminary Budget Performance Report for 2018 – unaudited.

Zeller wanted to highlight that they are still realizing some expenses and revenue. To aid them in reading the budget there is a top number that is considered property taxes and that is the amount that the County Executive is asking the Treasurer's office return to the County budget each year. The Treasurer expected to generate \$1,154,418 over and above their expenses. The bottom line for 2018 is that they will cover that amount and bring in an additional 1.25 million dollars to the general fund. In his tenure as Treasurer there have not been so many good things happen in the last 2 months of the year. Even though the Federal Reserve raised the interest rates on December 19th, this did not result in a devaluation of their portfolio.

No action taken.

12. Treasurer's Report.

Zeller noted that January 31st was the deadline for property tax collection. There were some significant issues as the mail was not picked up or delivered for 2 days. He spoke to the statutory 5 day grace period, so payments were still coming in and were timely by February 7th. They collected \$318 million dollars as of a day before this meeting, 2 days before the grace period ended, as opposed to \$312 million the year before.

Motion by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote Taken. **MOTION CARRIED UNANIMOUSLY.**

Administration

13. Budget Adjustment Request (19-011): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lessor of originally appropriated amounts).

Director of Administration Weininger spoke to the fact that this is coming from a reduction of a half time FTE.

Siebert wondered if anyone would be losing their job because of this.

Pritzel said that this wasn't the case; it is just a vacant position that is getting reduced to half time and using for a different purpose and using the additional dollars for the new software model.

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Sieber highlighted the fact that they're replacing staff with a software model. Is this expected to be more efficient?

Pritzl replied that this is the case as the software will automate the process of taking spreadsheets and transferring them to different systems. This Rev Connect package takes the files and automates them from Avatar system to another system. This will save time and simplify some things for other staff as well.

Sieber asked if TS would have time helping in the installation of the system considering the time they have invested in the CAD system at the moment.

Pritzl said that they have somebody currently on site at the Community Treatment Center that is through the department that supports this Avatar, which is the vendor, actually works with the modules with this directly. It's really a part of the system but the product, or added module itself, has to be purchased.

Motion by Supervisor Schadewald, seconded by Supervisor Deneys to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.

14. Budget Adjustment Log.

Weininger noted that the only thing he wanted to speak to was the creation of a new tracking fund for the Expo Center so they are trying to extend the funds for there. Kaylor Slater is the architect and those bills will be running through a specific account so they can track everything that is going through it. In addition what they will be doing with this account is the room tax study. He stated that he talked about this in the past and he shared his concerns then about the percentage growth. This will provide a better level of certainty that those levels are all right.

Schadewald emphasized that the understanding is that they are kind of like the grandfather giving the grandkids money for the Expo Center but they expect to be paid back that money.

Weininger said that he will spend more time on that when they get a bit closer to the financing model. He also stated that his concern with all the projects is that the economy is due to go down at some point. The problem would occur if there was a downturn in the beginning as you are compounding right off the bat. If you're compounding a certain amount, it is almost impossible to make up. Creating a separate account is necessary to keep it transparent and keep track of all those dollars.

Vander Leest wondered if where they are constructing the engineering center if that is being kept track of also.

Weininger said that they are keeping track of this and if there are any overages they must be approved by PD&T but at the moment they are still within the budget. If there are any changes as long as they don't exceed budget they just to the committee for approval. Also, he wanted to add that the ME and the jail will be at March's Public Safety committee. The Health Department move that is happening in 3 weeks is also an update, although the parking piece is yet to be figured out. The ME and the jail will be tracked separately, he ensured every penny is being tracked in these processes. The cash flow is working well he noted also as there was some money moved from 2018 to 2019 because it wasn't spent.

Motion by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

15. Director's Report.

Weininger wished to highlight a couple of items. Specifically at the next Executive Committee meeting they will take up a resolution regarding Public Financing Authority (PFA). This is a statutorily created organization which will be proposing financing for Hotel Northland. With PFA bonding the County will participate indirectly, they don't actually guarantee the PFA bonds or financing, the local municipalities just need to sign off as it is part of the state statute. The PFA is going to be directly involved in financing the energy savings pieces of Hotel Northland.

In terms of the New Expo hall, Weininger told the Committee that he can present them a packet of presentation from that if they were interested. He said that if any of them wanted to attend a meeting to let him know, just a majority of them cannot attend. He noted that he talked about the room tax study previously and that will cost around \$28,000 and that will come out of that specific account talked about. To put things in perspective, Shopko Hall has been asked to liquidate as they paid about \$886,000 in property taxes and the Counties portion was roughly \$200,000 of that.

Weininger also talked about the County declaring inclement weather 3 times in the week prior to this meeting. The 24 hour operations were never shut down, but the non-essential services were given the ability to come in on 2 occasions but it was not required and one day was completely shut down due to safety concerns for the employees. The employees have to either use PTO or unpaid time, an employee may flex their time as well as long as they don't exceed 40 hours.

Motion by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

Human Resources

16. Director's Report.

Weininger stated that he wanted to focus on comp and class mainly as he distributed an updated draft version of the classifications and he also distributed a draft compensation adjustment policy.

He started out with the classification as this is the one that caused the larger issues in the past. What they did was they broke it down into 2 groups, salary versus non-salary, and they broke salary down into 19 grades and non-salary down into 16 grades respectively. They started with PayScale as the framework foundation and then from there they started looking at counties within our area and then from there they started even looking at secondary counties. This is different from what was done in the past. What would happen is they would look at counties that have a similar type of position to the one that Brown County possesses to get a more accurate description than if a position was compared to one that isn't much alike. He pointed out that they worked with department heads for a long time on this and asked them multiple times if they were okay with this. The nice thing about this is that it is a schedule and it can be changed and updated according to need. One other thing they looked at was internal equity.

He wanted to walk through the compensation adjustment policy in its entirety. He reiterated that this is still a draft form so changes can be made. He met with a few department heads and other individuals and they sort of fine-tuned the draft itself. He wished to get straight to the procedural pieces of it the main purpose is to create a compensation strategy to help Brown County remain competitive in the labor market. When the labor market was stagnant everything was fine and the wages were decent. Now there is a lot more competition and the County needs to have more agility in that compensation piece.

Weininger reiterated that they have \$800,000 to work with for levy funded departments. What they want to do is take \$300,000 and bring the employees that are below minimum for their classification up to minimum. Then they want to take \$200,000 and set that aside for market based adjustments to allow flexibility throughout the year. The goal here is to pay within market, so, they don't want to pay below minimum but not above maximum. Trying to get people between min and max but the midpoint would be ideal. They are not shooting to get everyone at market, and they don't want to pay anyone over what the max market is nor do they want to pay a person below that either because this is where turnover occurs.

What they're going to do is hire positions at the lowest compensation rate of either the midpoint compensation rate or the budgeted rate unless a different rate is approved by administration. If the position is budgeted at below min they would be allowed to bring them up to min because they don't want to hire anyone below min and cause the same problem that they've had.

Schadewald noted that the biggest problem in the past was that people were being hired for more than others who had been there for a while, he wondered if this would prevent that.

Weininger said that this indeed allows for the flexibility to prevent some of those issues and address some of those issues.

Schadewald wondered why anyone would get hired for more than what current employees are making.

Weininger told Schadewald that market conditions change. He spoke of, for instance, trying to hire an engineer at \$50,000 when they've had another engineer in place for some time making that amount. This didn't happen because the market demands for that particular position are towards the \$60,000 range. They went out 3 times putting out applications for this position, the second time listing a pretty large pay range and they still didn't get any qualified applicants. Having a good engineer is necessary because bad engineers cost a lot of money. Under the current system if you don't hire anyone, they would have to get a consultant which would cost even more money or hire someone that doesn't meet specifications and getting paid the same but not as qualified. So if you have a person apply for this position this would allow for them to be brought up to what the market dictates and brought in at a higher level than the person already in there. Then HR could look at the position itself and allow the individual that is already in that position to be bumped up to a higher payment scale. This allows for the flexibility to fix that issue. Out of that \$200,000 figure, this would allow for the ability to get them closer together. Every year there will be enough money to allow for some type of goal and also some type of market adjustment funds.

Schadewald states that hopefully this puts the County in better position when people come to them with complaints to make them aware of the overall plan in place.

Weininger reiterated that there are 27 overall departments and they're all very unique and this policy considers that uniqueness and allows for flexibility. For existing positions especially this presents some flexibility. The other thing to note is pay equity and if you bring in someone higher you can move them up a bit. This also doesn't allow for compression issues as you have to make it worthwhile to take on extra job duties. The big issue that they are concerned with is number 3 and that speaks to redlining. If there is someone that is paid over max what they would like to do is redline that position as they are already paid over what market says. Then, that money that would go to them in COLA would be put in the market adjustment fund and then other people could be brought up to scale. The only thing is that, say a person has been in the county for 10 years and had all favorable reviews; it's sort of a disincentive when they max out their pay if they've been doing a good job. What would happen here is that they would be allowed to take the COLA as a one-time bonus so it would be built into their base to allow them to get closer to their midpoint or below their max.

Sieber asked if this bonus would be on a bi-weekly paycheck or if it would be a lump sum yearly.

Weininger stated that it would be rolled into pay but it would not go over to the following year.

Schadewald doesn't understand why there isn't any longevity pay. He wanted this to be considered at some point.

Weininger said that it is very limited in terms of what they have to work with. He then referenced the concept of internal steps and made it aware that the only people in the organization that have steps are the jailers. Meaning after certain years you get a certain amount and 2 years later there's an escalator in pay and so on. Internal steps are different from this concept of just steps; the idea is that if you have individuals getting paid \$10, \$20, \$30, and \$40 that when the person getting paid \$40 leaves, then the person that's getting paid \$30 can apply for that position and bumps up, subsequently the \$20 bumps up to the \$30 position and so on. Then what happens is you hire someone new in the \$10 position who needs the experience, this type of concept allows for the longevity piece without having specific steps and without having to budget for additional dollars also. It would create a worse environment if steps were created and something were to happen where those steps weren't able to be met like being wiped out by health insurance or something to that effect.

Schadewald asked for some examples where this would work.

Weininger stressed that this wouldn't work in his department, for instance, because the accountants there are hired for specific skillsets and so forth. He stated that in Health and Human Services Director Erik Pritzl's department this would be ideal because you hire people that are fresh and you also have people that are retiring which allows for those individuals that were once fresh to move up. This is an incentive for continued hard work within a department.

Health and Human Services Director Erik Pritzi came up and gave a description of a Case Worker in his department. He spoke to what happens when someone is hired in Child Protective Services as this is the division that people talk about the most. If you have no training in this area, you have up to 2 years to complete foundation training, they try to compress that as much as possible but this is the timeframe set by the state. Therefore, it takes 2 years to be efficient and competent at your job. The person may come in and make \$21 per hour and there are other workers making \$29 per hour as they have been there for an extended period of time. If someone that is making \$24 per hour leaves the agency, they let everyone that is below that pay level go through that process and they decide where people can get placed so they can move up as many as possible. Then they go out and hire the next position at the rate that's available at the bottom. They somewhat currently do what Weininger is proposing and it seems to be working, answering Schadewald's question, but they don't have bands or levels for positions as they are using existing wages. If they did have certain positions that would benefit from having a certain degree they would place those as a different class or set and say that only certain people are qualified for those positions. Trying to look at how to categorize higher end positions as it hasn't been done yet.

Weininger also wanted to talk about classification rate adjustments. The plan would be for HR to take six different departments each year and look at the market rates for each position and in addition they would be looking at high turnover rates and incorporating that as well. The reason they want to do that is in case they find their classification to be off then that can be adjusted for. If someone believes they are not being classed right, they may ask HR for a reclassification or even an adjustment and then they look at 3 different factors to see if an adjustment would be warranted.

Schadewald hoped that there would be a policy that talks to people about the potential grievances about their wages versus many showing up at a meeting or going to County Board members.

Weininger answered that an email was sent out with the draft and policy to get feedback and that they would be going through Admin, Executive and the County Board and the thought was to get it done the first pay period after it was approved. He then spoke to the concept of wage banking and this allows them to bring in someone at a lower level and give them an increase after a year. So you bring in someone at a lower wage than what is budgeted for you may want to take a chance on, then after 6 months they get a pay increase and again after a year upon favorable reviews. This is usually done after 6 months but they want to stretch it out to a year to allow for a bit more flexibility.

Deneys used account clerk as an example and pointed out the minimum is \$14.05 and the maximum is \$17.77, he wondered if there was someone making \$13.50 whether they would be brought up to the minimum or the middle.

Weininger clarified that first they would be brought up to the minimum as this is the first step in the process if you are below minimum. They would take the extra \$300,000 in the budget and bring everyone that is at the minimum closer to the midpoint, he stated that they won't get there but they would give everyone a bit of an increase above the minimum.

Deneys wished to know what percentage of employees are below the minimum at the moment. He also stated that he would like to see that as we're talking about \$300,000 on an unknown percentage of employees. He also wanted to know what percentage are about market value as this concept of redlining will be one of the contentious issues that they have to deal with. He did like the fact that employees can contest and try to provide where they should be as he feels this would be the appropriate way to proceed as they can try to argue market value and attempt to avoid that redline situation.

Weininger did not have those numbers on hand but he would send out an email to the committee members. He said the number of individuals who will get an adjustment is quite substantial.

Schadewald indicated that the more transparency the better in their ability to answer questions regarding this. He doesn't envision there being a lot but Deneys' request for information will help them answer the questions. He asked when this would be brought before the County Board. Weininger answered at the next meeting.

Sieber assumed that the \$300,000 will go toward minimum compensation is pretty close to the amount of money needed. Which was indeed correct, and the \$800,000 was approved in the 2018 budget and then carried over into the 2019 budget.

Weininger noted that they had to do the COLA on January 1st, which was found to be 2.25%, and this was going to be based off of those numbers. The \$800,000 is based off of where they fit in as it was not aged based off the COLA.

Sieber asked if it was planned to have a market range pool of money each year to be distributed or is this a one-time thing and then hope that this doesn't happen again.

Weininger replied that the plan would be to budget a COLA every year and a market adjustment fund. Every year there will be additional dollars for the market adjustment fund because as soon as you budget one year you lose it because it's spent. The other caveat that is important to mention is that \$800,000 is for levy funded departments and also enterprise funds will enter into the equation as well. Those funds have to live within their means meaning each division has some funds available and they have to work with those funds in the same process to get everyone to min and then see how much more they have to move.

Sieber asked if class and comp would be a specific item at Executive Committee. Weininger said there a couple different ways to go about this. They could create an ordinance saying this is the compensation going forward or they could have this allowed under the 2019 salary resolution. He is building a policy off of this, saying this is what got approved, this is how it is being spent and this is the classification. The way it has to be done is it needs to be a resolution in the budget that allows them to do this because if the schedule is approved it can no longer be changed. Does not necessarily need a resolution but it depends on how much flexibility the Board wants to give because he doesn't want to lose flexibility. He summarized there are 3 options: one being simply allocating the \$800,000 and calling it good, the second being the flexibility option, and the third being the resolution which Schadewald emphasized would be adversary.

Weininger clarified that as long as the ability to do compensation is renewed every year then they have the ability to do that. At any time that can be taken away by the committee and if they don't want him to do it this way and enact something different then it can be done with a resolution. Another policy could be created, if necessary, through an ordinance which would define clearly what Admin has the ability to do. This way is very rigid and forever. Instead of having a certain amount of dollars set aside for compensation adjustments, it would say a certain amount is for the market fund adjustment which can be changed based on whatever they see fit. Another way of doing it is having an ordinance which will spell out this policy and it will be very concrete and immobile in terms of flexibility with the different budgets.

Sieber pointed out that it could be a separate agenda item and it could be decided later whether it be put into an ordinance or a resolution.

Schadewald asked about future years and future Directors of Administration and whether this policy will hold true for them as well.

Weininger informed him that it is an Administrative policy and that it is in place until it is changed. Also this gives the responsibility to him as well but if it is put into ordinance then this changes.

Schadewald's concern was that he did not want to leave this too flexible. As long as it's an administrative policy, the Director of Administration should follow the policy and if not the County Board should intervene.

Corporation Counsel David Hemery ensured him that it is the policy not the person.

Schadewald wondered if the County Board members are always notified of changes to policies.

Weininger said all policy changes go to him and he sends them out to all the department heads and if there are any major changes he notifies them. He said it would not be in his best interest to hide policy changes. This policy would allow for 1 year of flexibility and they always have the ability not to appropriate and that is the authority of the Board. He reminded them if they do not like this at all that there are a lot of different possibilities here, the main thing to look at are the percentages.

Sieber spoke to the fact that there is an election in April, he said that he has a very good working relationship with Administration. He wondered what would happen to this policy if Administration were to change in April.

Weininger noted that if a new County Executive gets elected and doesn't like the policy at all and then, hypothetically speaking, he is gone too what could happen is the policy could be knocked out. But there would be 27 department heads on this new Administration arguing this money was for a specific purpose that was allocated by the Board. He clarified that he would include this as a separate motion, one reason he didn't include it this time is that it was still being drafted and he didn't want multiple drafts out there.

Schadewald made sure that he didn't need to make a motion at this time and reiterated that this would be forwarded to Executive Committee. He wanted to say that he has seen a lot of different class and comp in his time and so far as far as the employee input and the department heads involvement he considers this the best effort thus far. The reorganization of the Department of Administration does put responsibility where they can make their concerns known and he feels this should be the policy they go forward with. He would like to see it as an administrative policy and not a resolution or ordinance respectively.

Hemery wanted to point out that with the money allocated to bring people up to minimum it is true that some individuals will be getting larger increases percentage wise. These individuals are really the losers in this situation because the bigger percentage increase you get indicates how much you have been underpaid in the past. The smaller percentages indicate individuals who have been getting paid closer to what they should have been making all along. Big percentages just indicate that a person has been underpaid for quite a while.

Motion by Supervisor Deneys, seconded by Supervisor Vander Leest to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

Other

17. **Audit of bills.**

Motion by Supervisor Schadewald, seconded by Supervisor Kneiszel to acknowledge the receipt of the bills. Vote Taken. MOTION CARRIED UNANIMOUSLY.

18. **Such other matters as authorized by law.**

Schadewald asked about the meeting date.

Sieber stated that as people got back to him there wasn't really a date or a time that worked well.

A discussion followed regarding dates possible. It was decided to keep it as is at 5:30pm the first Wednesday of the month.

19. **Adjourn.**

Motion by Supervisor Kneiszel, seconded by Supervisor Deneys to acknowledge to adjourn at 7:54pm. Vote Taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Cayden Lasecki
Transcriptionist

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BROWN COUNTY SUPERVISORS TRAVEL REIMBURSEMENT CODE SECTIONS

2.13(7) Mileage reimbursement for County Board Supervisors that attend County Board Meetings and/or Committee Meetings. County Board Supervisors that attend County Board Meetings and/or Committee Meetings shall be reimbursed for mileage as required by Wis. Stats. Sections 59.10(3) and 59.13(2), as they exist now and as they may be amended in the future.

(a) **Attending County Board Meetings.** County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days of County Board Meetings in a calendar year, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route.

(b) **Attending Standing Committee Meetings.** County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days per calendar year of Standing Committee Meetings regarding Standing Committees which they are a member of, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route. Mileage reimbursement shall not be paid for attending more than 2 Standing Committee Meetings per day.

3.11 OUT OF COUNTY TRAVEL EXPENSE REIMBURSEMENT. The travel expense reimbursement as outlined below applies to employees of the county except that the Brown County Board of Supervisors shall continue to receive mileage reimbursement as provided in Chapter 59.03(3), Wisconsin Statutes.

(1) **Definitions.** Terms used in this section mean as follows:

"Employee" means any officer or employee of the county and any legislator or board member entitled to actual, reasonable and necessary expenses.

"Reasonable" means not extreme or excessive. The definition of "reasonable" cannot always be translated to the same dollar figure in all situations since circumstances can vary. Therefore, a number of factors such as: locality involved, length of stay, and individual situation must be considered in making a judgment of "reasonable".

(2) **County Board Travel.** County Board Supervisors shall submit a travel notification form to the County Board Chairman prior to the trip being taken. This form shall show, at least, the destination of the trip, the purpose of the trip, the duration of the trip, and what related expenses are anticipated relative to the trip. The County Board office shall keep these notification forms on file. If circumstances prevent prior notification of an in-state trip by a Supervisor, the individual involved shall, immediately after the trip, file the notification form in the County Board office. If the County Board Chairman determines that there are insufficient funds in a particular budget for a particular in-state trip, seminar, conference, or convention, he shall resolve the issue in accordance with County fiscal policies.

(3) Policy.

(a) This directive sets forth county policy with respect to travel expenses. When collective bargaining contracts are in existence, the provisions in the contract regarding travel expenses will take precedence over this directive. Further, it shall be policy that all employee reimbursement for travel shall be through the payroll system where applicable.

(b) Any persons traveling on County business are expected to exercise reasonable judgment when incurring travel costs.

(c) A vendor's receipt is required where a receipt is necessary. In all cases where the amount is not reasonable as provided for in this directive, an appropriate justification explaining the claim must also accompany the receipt. Credit card receipts are acceptable if they contain the same information presented on the vendor's receipt with the exception of bills for lodging. Lodging expenses must be supported by the original machine printed receipts which are furnished by most hotels and motels or an original hand-written receipt.

(d) Hotel and Motel Expenses. Employees should live in a comfortable hotel or motel room with bath at a reasonable rate for that community. The charge should be in line with the average cost of a single room in that location. The choice of a room should be based primarily on cost with consideration given to accessibility in conducting business. Hotel and motel expenses shall be reimbursed only when an overnight stay is required at a location at least 60 miles from downtown Green Bay or unless evening meetings or events are part of the business travel.

Employees should observe check out hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at weekly and/or monthly rates.

Commercial and tourist hotels generally maintain the same rates all year. Some hotels, resorts and motels have higher rates during certain seasons or on certain days. Also, some have higher rates during periods of conventions. Almost all will attempt to charge maximum rates even though lower rates are often available.

To protect employee against overcharges, it is recommended that employee have a definite understanding in advance concerning the length of stay and the rate to be paid. The rate should be checked before departure against the average rate for the locality. If the rate is out of line for the locality visited, the employee must attempt to secure accommodations which are more in line with prevailing commercial and tourist rates.

(e) Meals. Reimbursement for meals (per diem or per meal if travel is less than a full day) shall be made for the actual cost of meals not to exceed \$8.00 for breakfast, \$10.00 for lunch, and \$15.00 for dinner. Meal reimbursement is subject to the following limitations:

1. If business travel constitutes a portion of a day, meals will be reimbursed at the approved rates under the following conditions:

Breakfast: provided the employee leaves his home before 7:00 a.m.

Lunch: provided the employee leaves his location of business before 11:00 a.m. and returns after 1:30 p.m.

Dinner: provided the employee returns to his home after 6:00 p.m.

The above applies to meals within and out of the state. Meals within Brown County are reimbursable if attending a seminar or course in which cost or fee includes a meal. Additionally, meals within Brown County are reimbursable to employees to include the cost of the employee's meal and any guests to a maximum of 1 meal per person per visit, if the meal is a necessary business courtesy extended to a noncounty employee visiting on official business:

- employee interviews (only for out-of-county job applicants for administrative positions)
 - visiting dignitaries (only if visiting Brown County on official business)
 - outside experts (consultants, expert witnesses on county business)
 - official meetings (for meetings that an employee is required to attend and where a meal is served).
- No reimbursement may be made for the cost of alcoholic beverages.

(f) Transportation. Transportation expenses incurred on necessary trips are reimbursable. The most economical form of transportation available must be used taking into consideration the work assignment, the cost, and the travel time. Reasonable travel time is the amount of travel time required in using the most practical means of transportation. Additional travel time incurred by the employee for his/her personal needs will be charged to the individual's personal vacation account. Travel by public transportation will take preference if it is more economical and not too time consuming.

In traveling short distances by air, no distinction is generally made between air coach and first-class travel. Reimbursement is limited to the fare for the lowest passenger class available.

The mode of travel and the departure and arrival time must be indicated on the travel voucher.

Receipts for all public transportation purchased by the employee must be attached to the travel voucher. In case of airline travel, the passenger coupon of the airline ticket must be attached to the travel voucher.

Insurance coverage for employees traveling by air is not allowable as reimbursement expense.

(g) Use of Privately Owned Automobiles. The use of personal automobiles for out-of-county travel is to be limited to situations where other modes of transportation involve excessive loss of time or where use of a county car or common carrier is not otherwise practicable.

When an employee combines a personal vacation with a business trip, reimbursement for transportation expenses will be made based on the lower of:

1. The cost of actual reimbursable mileage and travel expense en route when traveling by personal automobile, or
2. The cost of the most practical means of public transportation. Because of the time loss involved in bus or rail travel, this is generally interpreted to mean the cost of tourist air fare.

Employees who are authorized to use their personal automobile (also pick-ups, vans or panel trucks) for official business shall be reimbursed at a rate equaling 80% of the optimal standard mileage rate for business set by the Internal Revenue Service on an annual basis.

In addition to mileage, the operator of the car will be reimbursed for overnight parking at hotel stops and for bridge and road tolls. The operator should endeavor to obtain free parking at hotels which offer same. If mileage is allowed to the operator of a privately owned automobile, travel should be by the most direct route.

In-county mileage for personal vehicle use necessary for conducting official business is allowable and must be shown as a separate item on the travel voucher. It should be supported by sufficient detail to justify the mileage claimed. No mileage will be allowed for travel between an employee's home and official work station.

If two or more employees from the same location have the same work assignment outside the county which requires the use of a personal automobile, they will be expected to travel together in one car when possible.

Charges for gasoline, oil, lubrication, repairs, antifreeze, tires, tire repair, towing and other similar expenditures will not be allowed as reimbursable expenditures when privately owned cars are used. It is recommended that county employees on official business, driving personal autos, should carry liability limits of a minimum of \$300,000 personal liability and property damage insurance.

Parking charges and mileage incurred in the county, resulting from daily trips from an individual's residence to his/her office, are not reimbursable. Other parking charges and mileage incurred while

on official business, whether in or outside the county, are reimbursable. Mileage allowance will be paid for business travel within the county.

(h) Travel in County-owned Vehicles. When traveling in a county-owned auto, it must be so indicated on the travel voucher.

The only expenses in connection with county-owned automobiles which can be claimed on a travel voucher as reimbursable are:

1. Gasoline and oil.
2. Storage and parking charges.
3. Emergency expenditures related to operation of the automobile.

If a county-owned vehicle is used for personal mileage, its use must be reported monthly and paid for at the rate of 20 cents per mile.

County employees using county-owned vehicles for commuting must complete and submit, on a monthly basis, the form, "Reporting Utilization of County-Owned Vehicles" for such purposes.

Employees using county vehicles for commuting will have vehicle usage reported as income per IRS regulations.

The operator of a county-owned vehicle must have a valid drivers license and drive carefully and courteously and observe all traffic laws and regulations. He/she must personally pay any fine or penalty imposed for traffic or other violations. Travel in county-owned vehicles shall be limited to county employees and those on official county business.

(i) Taxis. Charges for taxis and limousines are reimbursable where other modes of travel are not available or practical.

(j) Rent-A-Car. Normally, employees will not use rent-a- car facilities. There are two exceptions to this restriction:

1. There may be situations when county cars are not available and when public transportation is so inconvenient and costly in time that a rented car should be used. An explanation explaining the circumstances should be included with the travel voucher.
2. When transportation is required at the destination, a rented car should be evaluated against other modes of transportation. Many times extensive travel at the destination can be done at less cost by a rented car rather than multiple taxi fares. This is especially true if a number of employees are involved.

When necessary, employees will obtain compact model rent-a- cars at prevailing commercial rates. They may be required to present proof that they are employed at Brown County to obtain 20 percent discounts and/or weekly rates, if available.

Insurance offered by the rent-a-car company which provides collision coverage with a \$100 deductible clause is an allowable expense.

The rent-a-car companies also offer personal accident insurance (death and dismemberment). Since employees have this coverage under group life policies and are also covered under worker's compensation, if employee wants this additional coverage, it will be considered a personal expense and not reimbursable.

(k) Registration Fees. Receipts are required for registration fees for conferences, conventions, seminars, etc. The convention schedule and a breakdown of the convention costs should be attached to the travel voucher. It should show the actual dates of the conference, convention, or seminar.

(l) Non-Travel Expense. Budgetary considerations require the exclusion of purchasing and claiming non-travel expense items on travel vouchers whenever possible. All non-travel items particularly

supplies, should be generally obtained through normal purchasing procedures. However, when the purchase of a non-travel item is necessary, a receipt is required when the cost is in excess of \$2.00.

(m) Telephone. Telephone toll charges incurred while in travel status are reimbursable when necessary for official business. Date, place, person called and nature of business must be shown on the travel voucher for all toll calls charged.

(n) Traveling with Spouse. When not traveling in a county-owned vehicle, there is no objection to an employee and spouse traveling together while on official county business. No expenses for travel by the spouse will be reimbursable. With respect to the cost of lodging, the amount reimbursable will be equal to the single room rate. The hotel clerk should be asked to write the single room rate on the receipt.

(o) Altered Receipts. When travel expense vouchers are supported by receipts which show signs of erasures or alterations, the voucher will be returned for a statement of facts explaining the reasons for the alteration before the travel voucher will be approved and forwarded to the Finance Department for payment.

(p) Cash Advances. Cash advances are not allowed for travel, except for County Board members. However, airfares, hotel/motel, and registration fees may be paid directly, in advance, through the Finance Department. – Note from Corp Counsel – the first sentence of this provision re cash advances looks ripe for removal.

Additional Note from Corp Counsel: As a County Board Supervisor has previously suggested, you may want to consider adding a provision regarding reimbursement to the County if the County expends monies for a Supervisor to attend an event and the Supervisor does not go, with an exception for when the reason for non-attendance is due to circumstances beyond the control of the Supervisor.

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: _____

Agenda No.: _____

Motion from the Floor

I make the following motion:

HAVE THE CLERK OF COURTS (TOM VANDERKLEEST)
MEET WITH HR TO DETERMINE WHY
THE DEPT. EMPLOYEES HAVE BEEN
DEMOTED. AND THAT RE-CONSIDERATION
BE GIVEN TO THE EMPLOYEE
CLASSIFICATIONS OF THE PERSONEL
OF THIS VERY IMPORTANT DEPARTMENT.
THIS MEETING SHOULD ALSO HAVE A
CROSS SECTION OF THE DEPT EMPLOYEES.

Signed: _____

District No. _____

(Please deliver to County Clerk after motion is made for recording into minutes.)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 2/20/19
Agenda No. : _____

Motion from the Floor

I make the following motion: Communication to look at
adopting Statutory authority to allow
taxpayers the option to pay property taxes in
installments.
Dir- Admin / Corp Coun.

Signed: _____

District No.: _____

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

2-20-19

To Adm. Committee

Request that Human Resources within
Dept. of Administration to review the
Class & Comp Study of the Clerk of
Courts Department and to be completed
within 90 days.

Tom Seber

#1



Brown County Ohio Support-January 31, 2019

(unaudited)
Fiscal Year to Date 01/31/19
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	400,660.00	.00	400,660.00	33,388.33	.00	33,388.33	367,271.67	8	375,800.00
4302	State grant and aid revenue	1,783,403.00	.00	1,783,403.00	.00	.00	.00	1,783,403.00	0	1,406,123.16
4302	State grant and aid revenue	513,671.00	.00	513,671.00	.00	.00	.00	513,671.00	0	675,108.00
4302.003	State grant and aid revenue Incentives	356,399.00	.00	356,399.00	.00	.00	.00	356,399.00	0	337,944.00
4302.004	State grant and aid revenue GPR	138,000.00	.00	138,000.00	.00	.00	.00	138,000.00	0	162,118.00
4302.007	State grant and aid revenue SPSK	\$2,791,473.00	\$0.00	\$2,791,473.00	\$0.00	\$0.00	\$0.00	\$2,791,473.00	0%	\$2,581,293.16
4302 - State grant and aid revenue Totals										
4600	Charges and fees	17,000.00	.00	17,000.00	934.99	.00	934.99	16,065.01	5	15,797.02
4600.601	Charges and fees Genetic test	300.00	.00	300.00	11.20	.00	11.20	288.80	4	296.21
4600.602	Charges and fees Vital statistics	11,000.00	.00	11,000.00	592.92	.00	592.92	10,407.08	5	11,329.33
4600.603	Charges and fees Paper service	4,500.00	.00	4,500.00	490.00	.00	490.00	4,010.00	11	4,305.00
4600.604	Charges and fees Non IV-D service	\$32,800.00	\$0.00	\$32,800.00	\$2,029.11	\$0.00	\$2,029.11	\$30,770.89	6%	\$31,727.56
4600 - Charges and fees Totals										
4601	Sales	350.00	.00	350.00	8.50	.00	8.50	341.50	2	247.50
4601.012	Sales Copy machine use	\$350.00	\$0.00	\$350.00	\$8.50	\$0.00	\$8.50	\$341.50	2%	\$247.50
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	48.00
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	11,734.00
9002.200	Transfer in HR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$11,734.00
9002 - Transfer in Totals										
Division 001 - General Totals										
4601 - Sales Totals										
9002 - Transfer in Totals										
Department 017 - Child Support Totals										
REVENUE TOTALS										
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
5100	Regular earnings	1,735,711.00	.00	1,735,711.00	104,874.94	.00	104,874.94	1,630,836.06	6	1,494,224.99
5102	Paid leave earnings	.00	.00	.00	3,152.86	.00	3,152.86	(3,152.86)	+++	105,052.90
5102.100	Paid leave earnings Vacation	.00	.00	.00	2,848.86	.00	2,848.86	(2,848.86)	+++	26,176.00
5102.200	Paid leave earnings Personal	.00	.00	.00	1,173.81	.00	1,173.81	(1,173.81)	+++	21,444.03
5102.300	Paid leave earnings Casual time used	.00	.00	.00	6,491.76	.00	6,491.76	(6,491.76)	+++	52,092.32
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	.00	+++	1,765.92
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	345.92	.00	345.92	(345.92)	+++	4,370.80
5102.800	Paid leave earnings Disability	\$0.00	\$0.00	\$0.00	\$14,013.21	\$0.00	\$14,013.21	(\$14,013.21)	+++	\$210,901.97
5102 - Paid leave earnings Totals										
5103	Premium	.00	.00	.00	13.94	.00	13.94	(13.94)	+++	948.02
5103.000	Premium Overtime	.00	.00	.00	.00	.00	.00	.00	+++	11,192.06
5103.110	Premium Casual time payout									



Brown County Ohio Support-January 31, 2019

(unaudited)

Fiscal Year to Date 01/31/19
Include Rollup Account and Rollup to Account

5103 - Premium Totals		\$0.00	\$0.00	\$0.00	\$13.94	\$13.94	+++	\$12,140.08
5109	Salaries reimbursement							
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	1,022.40	1,022.40	+++	(3,694.32)
5109 - Salaries reimbursement Totals		\$0.00	\$0.00	\$0.00	\$1,022.40	\$1,022.40	+++	(\$3,694.32)
5110	Fringe benefits							
5110.100	Fringe benefits FICA	132,787.00	.00	132,787.00	8,522.89	8,522.89	6	124,257.15
5110.110	Fringe benefits Unemployment compensation	1,827.00	.00	1,827.00	117.11	117.11	6	2,005.65
5110.200	Fringe benefits Health Insurance	452,595.00	.00	452,595.00	33,185.72	33,185.72	7	436,338.87
5110.210	Fringe benefits Dental Insurance	36,541.00	.00	36,541.00	2,638.86	2,638.86	7	35,389.59
5110.220	Fringe benefits Life Insurance	775.00	.00	775.00	43.63	43.63	6	1,009.43
5110.230	Fringe benefits LT disability Insurance	6,831.00	.00	6,831.00	535.19	535.19	8	6,502.22
5110.235	Fringe benefits ST disability Insurance	9,651.00	.00	9,651.00	750.34	750.34	8	9,116.31
5110.240	Fringe benefits Workers compensation Insurance	2,083.00	.00	2,083.00	173.58	173.58	8	2,063.00
5110.300	Fringe benefits Retirement	116,297.00	.00	116,297.00	7,606.23	7,606.23	7	113,937.79
5110 - Fringe benefits Totals		\$759,387.00	\$0.00	\$759,387.00	\$53,573.55	\$53,573.55	7%	\$730,620.01
5300	Supplies							
5300	Supplies	5,226.00	.00	5,226.00	350.00	350.00	7	212.66
5300.001	Supplies Office	16,000.00	.00	16,000.00	714.05	714.05	4	17,214.51
5300.003	Supplies Technology	.00	.00	.00	.00	.00	+++	460.00
5300.004	Supplies Postage	30,000.00	.00	30,000.00	3,171.37	3,171.37	11	33,031.41
5300 - Supplies Totals		\$51,226.00	\$0.00	\$51,226.00	\$4,235.42	\$4,235.42	8%	\$50,918.58
5305	Dues and memberships	2,170.00	.00	2,170.00	.00	.00	0	2,155.00
5306	Maintenance agreement							
5306.100	Maintenance agreement Software	4,881.00	.00	4,881.00	1,093.77	1,093.77	22	1,058.77
5306 - Maintenance agreement Totals		\$4,881.00	\$0.00	\$4,881.00	\$1,093.77	\$1,093.77	22%	\$1,058.77
5307	Repairs and maintenance							
5307.100	Repairs and maintenance Equipment	920.00	.00	920.00	.00	.00	0	920.00
5307 - Repairs and maintenance Totals		\$920.00	\$0.00	\$920.00	\$0.00	\$0.00	0%	\$920.00
5330	Books, periodicals, subscription	750.00	.00	750.00	.00	.00	0	545.52
5340	Travel and training	6,500.00	.00	6,500.00	27.46	27.46	0	3,816.38
5600	Indirect cost	252,556.00	.00	252,556.00	21,046.33	21,046.33	8	251,328.00
5601	Intra-county expense							
5601.100	Intra-county expense Technology services	161,763.00	.00	161,763.00	1,266.75	1,266.75	1	151,963.56
5601.200	Intra-county expense Insurance	18,913.00	.00	18,913.00	1,576.08	1,576.08	8	11,859.00
5601.300	Intra-county expense Other departmental	136,000.00	.00	136,000.00	9,457.82	9,457.82	7	126,636.10
5601.400	Intra-county expense Copy center	550.00	.00	550.00	.00	.00	0	520.70
5601.450	Intra-county expense Departmental copiers	4,288.00	.00	4,288.00	357.33	357.33	8	3,751.00
5601.550	Intra-county expense Document center	2,668.00	.00	2,668.00	.00	.00	0	2,071.75
5601 - Intra-county expense Totals		\$324,182.00	\$0.00	\$324,182.00	\$12,657.98	\$12,657.98	4%	\$296,802.11
5700	Contracted services							
5700	Contracted services	.00	.00	.00	.00	.00	+++	120,336.44
5700.600	Contracted services Access & Visitation	38,000.00	.00	38,000.00	.00	.00	0	.00
5700 - Contracted services Totals		\$38,000.00	\$0.00	\$38,000.00	\$0.00	\$0.00	0%	\$120,336.44
5710	Paper service - legal	28,000.00	.00	28,000.00	1,241.16	1,241.16	4	27,168.86
5762	Med exams/autopsies/genetic test	18,000.00	.00	18,000.00	.00	.00	0	17,461.00

(unaudited)

Fiscal Year to Date 01/31/19

[illegible]



Child Support Agency Director Summary

January 2019/February 2019

Performance Measures Comparison

Federal Performance Measures January	Brown YTD 2019	Brown YTD 2018	YTD Improvement 2018 vs 2019	State Average	Brown vs. State
Court Order Rate	92.02%	91.43%	.59%	86.80%	5.22%
Paternity Establish Rate	97.53%	97.14%	.39%	93.31%	4.22%
Current Supp Collections	76.56%	76.88%	-.32%	75.20%	1.36%
Arrears Collection Rate	49.79%	50.58%	-.79%	52.62%	-2.83%

January comparisons	Brown County 2019	Brown County 2018	Difference 2018 vs 2019	Statewide Total increase	Average Caseload
Caseload size	14,368	14,364	4	-2,023	1,200

ELEVATE GRANT ACTIVITIES (Empowering Lives thru Education, Vocational Assessment, Training & Employment)

- Management continues participation on bi-weekly BCS led workgroup to establish the expectations and rollout of the future demonstration project.
- Successfully executed MOU with the Joseph Project whereby successful participation which leads to consistent child support remittance will result in forgiveness of state owed child support debt based upon a codified reduction schedule as per the agreement.

ACCESS & VISITATION GRANT ACTIVITIES

- Co-Parenting Seminars continue to be offered monthly during the evening (5:30-7:30pm). Issued discussed at the seminar include:
 - How to develop co-parenting skills
 - What does parenting CPR mean?
 - Family budgeting – what are the priorities?
 - Parenting styles
 - Building a stronger kid thru character development
 - Discussion regarding children's ages and stages
 - Planning a child's future
- All ELEVATE NCPs continue to be referred for A&V/parenting service provision

OPERATIONS

Agency Updates

- Received annual self-assessment results back for our agency; analysis of random case sampling showed that Brown County CSA did not have ANY noncompliant cases identified!
- Achieved 100% WiKIDS DocGen system use by agency staff for the purpose of drafting documents related to child support administration.

- February 21st, Director met with various legislators regarding the child support program and two important WCSEA Biennial Budget Priorities: CSA Funding Request of \$1.5M and Administrative Paternity Process Request.
- Director attended WCSEA Board of Director's meeting in Madison in the afternoon on February 21st
- On February 22nd, management staff and an Enforcement Specialist attended/spoke at the Listening Session held by State Assembly Rep John Macco to discuss WCSEA biennial budget priorities.
- On February 25th, Director participated in initial AI Steering Committee meeting.
- Met with new DCF Secretary Amundson on February 28th during her visit to Brown County
- Beginning the recruitment process to fill our soon to be vacated Support Information Center position. Ms. Autumn Gruber is leaving this position to fulfill Enforcement Specialist duties within the agency; a well-deserved promotion for Autumn.
- Executed 2019 Cooperative Agreements with Clerk of Courts and FCC offices.
- Coordinated with ADRC representatives to determine the logistics of having Grounded Café make menu items available for staff in the Northern Building.
- Continued dialogue regarding class/comp plan to finalize steps and prepare for implementation.

Support Services Area Updates

- Na Lee Lee joined the CSA on 2/13 as an Account Technician in our Financial Unit. Na has an undergraduate degree from UW Oshkosh and has extensive customer service experience in the hospitality industry. In addition to her experience, Na is fluent in Hmong and is excited to assist us in serving our LEP Hmong population by providing in-house translation assistance.
- Reilly Jacisin will join the CSA on 3/11 as a Clerk I. Reilly is a recent graduate of St. Norbert College with a degree in Communications/English. She is leaving a full time position at a grocery store to begin her career here at Brown County and she has a wide variety of volunteer experience and past club involvement in addition to extensive customer service skills.
- Support Information Center staff participated in the WOW workgroup meeting to discuss ways to best serve our participants and make updates to their unit manual.
- Worked with agency attorneys to clarify our warrant process and begin to differentiate between arrest warrants and bench warrants.
- Streamlined our process for requesting account/payment histories to be handled by one unit rather than individuals throughout the department to minimize the risk of requesting documents with protected federal tax information.

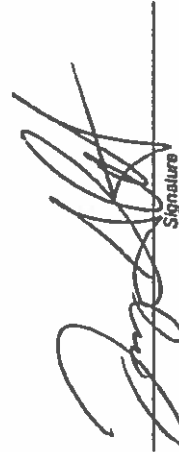
Enforcement Updates

- Coordinated with HHS kinship/foster/guardianship care staff regarding the proper protocol for setting up cases to redirect child support (when appropriate) to both the state for reimbursement and then the guardian(s), respectively.

**ADMINISTRATIVE SERVICES DIVISION
2018 TO 2019 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
<u>Administration</u> Professional Services/Temp Help	100.029.001.XXXX	Professional Services/Temp Help	<u>80,465</u>
<u>County Clerk</u> Outlay - Equipment (5,000+)	100.019.014.6110.020	Election labulators not received until 2019	<u>29,900</u> <u>29,900</u>
<u>Expo Center Capital Project</u>	413.082.XXXX	Continuation of project implementation	<u>1,363,815</u> *estimated
<u>Time and Attendance Capital Project</u>	422.032.XXXX	Continuation of project implementation - Kronos	<u>2,035</u> *estimated

Approved by County Executive:


Signature

2/20/19
Date

9.11.18

These are the available funds at this time. They may be changed for any audit or adjusting entries.



Unaudited Budget - Technology Services

Through 12/31/18
Prior Fiscal Year Activity Included
Summary Listing

Account Classification										
Fund 670 - BC Community Area Network										
REVENUE										
Intergov Revenue	44,133.00	.00	44,133.00	(7,445.86)	.00	48,810.14	(4,677.14)	111	40,460.55	
Public Charges	25,048.00	.00	25,048.00	2,399.84	.00	197,999.10	(172,951.10)	790	32,183.66	
Other Financing Sources	.00	.00	.00	209,827.49	.00	209,827.49	(209,827.49)	+++	29,763.85	
REVENUE TOTALS	\$69,181.00	\$0.00	\$69,181.00	\$204,781.47	\$0.00	\$456,636.73	(\$387,455.73)	660%	\$102,408.06	
EXPENSE										
Operating Expenses	134,108.00	.00	134,108.00	5,217.79	.00	134,570.51	(462.51)	100	128,818.95	
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00	
EXPENSE TOTALS	\$134,108.00	\$0.00	\$134,108.00	\$5,217.79	\$0.00	\$134,570.51	(\$462.51)	100%	\$128,818.95	
Fund 670 - BC Community Area Network Totals										
REVENUE TOTALS	69,181.00	.00	69,181.00	204,781.47	.00	456,636.73	(387,455.73)	660%	102,408.06	
EXPENSE TOTALS	134,108.00	.00	134,108.00	5,217.79	.00	134,570.51	(462.51)	100%	128,818.95	
Fund 670 - BC Community Area Network Totals	(\$64,927.00)	\$0.00	(\$64,927.00)	\$199,563.68	\$0.00	\$322,066.22	(\$386,993.22)		(\$26,410.89)	
Fund 710 - Technology Services										
REVENUE										
Intergov Revenue	236,721.00	.00	236,721.00	31,989.82	.00	241,292.13	(4,571.13)	102	400,333.32	
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Miscellaneous Revenue	5,032,015.00	.00	5,032,015.00	377,425.06	.00	4,795,741.13	236,273.87	95	4,521,532.39	
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	258,887.40	
REVENUE TOTALS	\$5,268,736.00	\$0.00	\$5,268,736.00	\$409,414.88	\$0.00	\$5,037,033.26	\$231,702.74	96%	\$5,180,753.11	
EXPENSE										
Personnel Costs	1,725,100.00	(37,295.00)	1,687,805.00	155,645.01	.00	1,654,440.50	33,364.50	98	1,687,118.34	
Operating Expenses	3,880,073.00	50,295.00	3,930,368.00	219,570.55	.00	3,643,914.48	286,453.52	93	3,526,924.96	
Outlay	.00	.00	.00	.00	.00	1,774.84	(1,774.84)	+++	84,621.82	
EXPENSE TOTALS	\$5,605,173.00	\$13,000.00	\$5,618,173.00	\$375,215.56	\$0.00	\$5,300,129.82	\$318,043.18	94%	\$5,298,665.12	
Fund 710 - Technology Services Totals										
REVENUE TOTALS	5,268,736.00	.00	5,268,736.00	409,414.88	.00	5,037,033.26	231,702.74	96%	5,180,753.11	
EXPENSE TOTALS	5,605,173.00	13,000.00	5,618,173.00	375,215.56	.00	5,300,129.82	318,043.18	94%	5,298,665.12	
Fund 710 - Technology Services Totals	(\$336,437.00)	(\$13,000.00)	(\$349,437.00)	\$34,199.32	\$0.00	(\$263,096.56)	(\$86,340.44)		(\$117,912.01)	
Grand Totals										
REVENUE TOTALS	5,337,917.00	.00	5,337,917.00	614,196.35	.00	5,493,669.99	(155,752.99)	103%	5,283,161.17	
EXPENSE TOTALS	5,739,281.00	13,000.00	5,752,281.00	380,433.35	.00	5,434,700.33	317,580.67	94%	5,427,484.07	
Grand Totals	(\$401,364.00)	(\$13,000.00)	(\$414,364.00)	\$233,763.00	\$0.00	\$58,969.66	(\$473,333.66)		(\$144,322.90)	

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Tabulation Record / Intent to Award Documentation

305 E. Walnut Street, Green Bay, WI 54305 Phone: (920) 448-4040 Fax: (920) 440-4036
 Web: www.co.brown.wi.us

Project Number: 2252
 Project Name: BCCAN Ashwaubenon Expansion - Phase 2 Project
 Type of Project (RFB, RFP, RFQ): RFB
 Purchasing Representative: Dale DeNanur
 Due Date: February 18, 2019
 Opening Date: February 18, 2019

CONTRACTOR	CITY, STATE	BID 2281 A - PRINTS 01-13	BID 2281 A - PRINTS 13-18	BID 2281 A - PRINTS 09-21	BID 2281 B	BID 2281 C	BID 2281 D	TOTAL COST	BIDDER'S CERTIFICATE	BID BOND	Addenda Acknowledged?		Intent To Award
											ADD 1 - Q&A, Corrections and Additions		
1 Elenco	Seymour, WI	\$ 87,724.00	\$ 57,568.00	\$ 29,656.00	\$ 12,402.00	\$ 17,720.00	\$ 26,053.00	\$ 231,123.00	Yes	Yes			X
2 Holger Bros	DePere, WI	\$ 145,232.00	\$ 61,208.00	\$ 52,360.00	\$ 18,870.00	\$ 23,557.00	\$ 38,487.00	\$ 339,714.00	Yes	Yes			
3 MJ Electric	DePere, WI	\$ 125,084.00	\$ 69,251.00	\$ 38,892.00	\$ 17,233.00	\$ 19,947.00	\$ 23,594.00	\$ 294,001.00	Yes	Yes			
4 MP Nextlevel	Maple Lake, WI	\$ 142,426.55	\$ 83,219.86	\$ 50,700.19	\$ 29,378.40	\$ 43,192.74	\$ 56,504.43	\$ 405,422.17	Yes	Yes			

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305 E. Walnut Street, Green Bay, WI 54305 Phone: (920) 448-4040 Fax: (920) 440-4036
Web: www.co.brown.wi.us

Tabulation Record / Intent to Award Documentation

Project Name: BCCAN – 2019 Webster Avenue Fiber Relocation Project

Type of Project (RFB, RFP, RFQ): RFB

Purchasing Representative: Dale I

1111

Due Date: February 18, 2019

Opening Date: February 18, 2019

[illegible]

Brown County Broadband Report

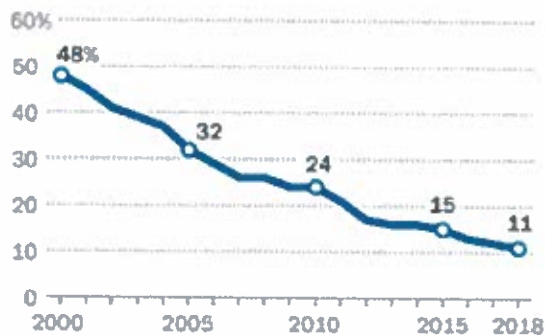
Internet Primer



Who DOESN'T use the internet - by income

Offline population has declined substantially since 2000

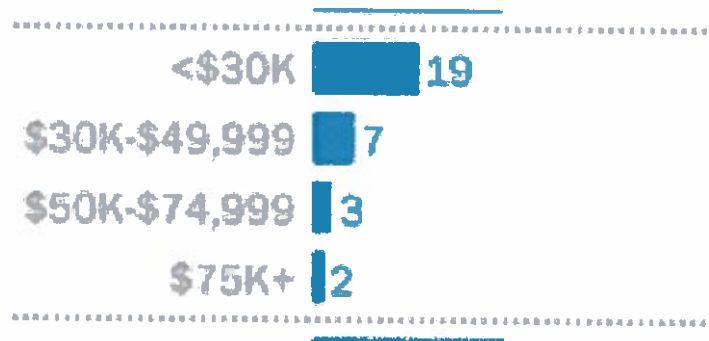
% of U.S. adults who do not use the internet



Source: Survey conducted Jan. 3-10, 2018. Trend data from previous Pew Research Center surveys.

PEW RESEARCH CENTER

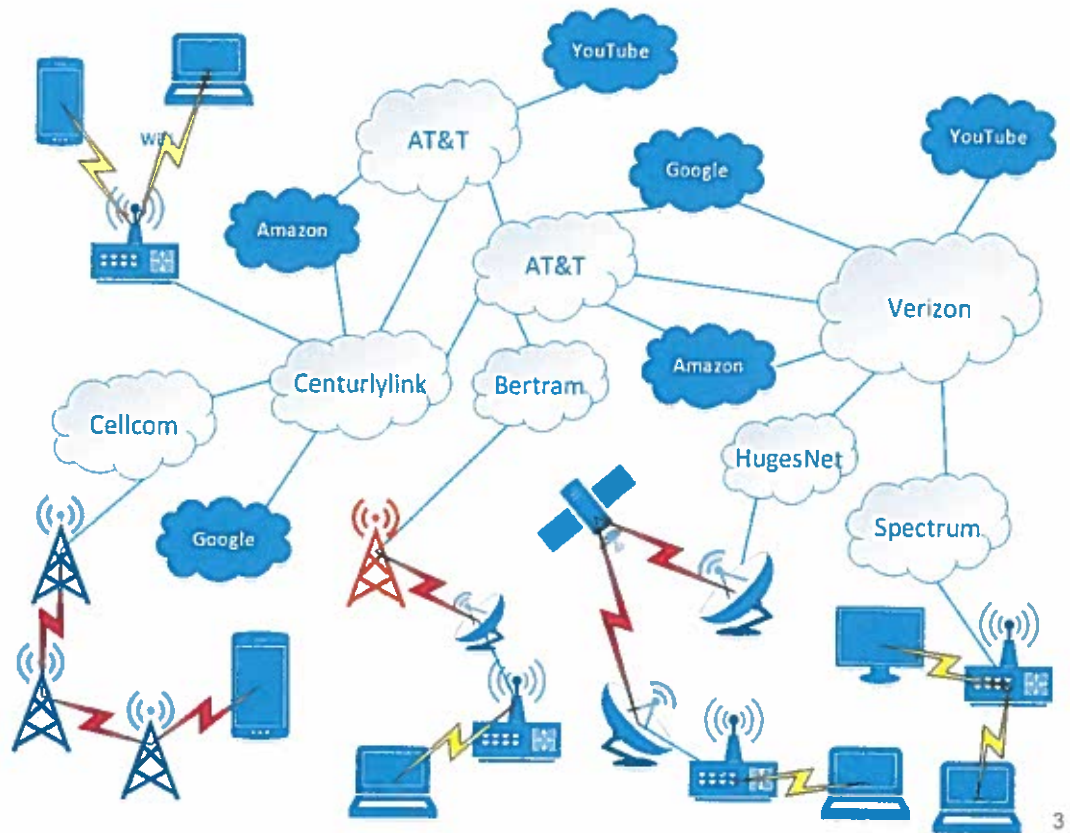
Of the 11% who are not using the internet - by income.



Source: <http://www.pewresearch.org/fact-tank/2018/01/05/some-americans-dont-use-the-internet-who-are-they/>

Generic Internet

This represents a simplification of the internet with random vendor names added

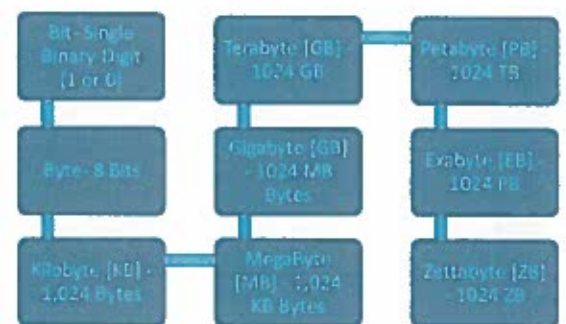
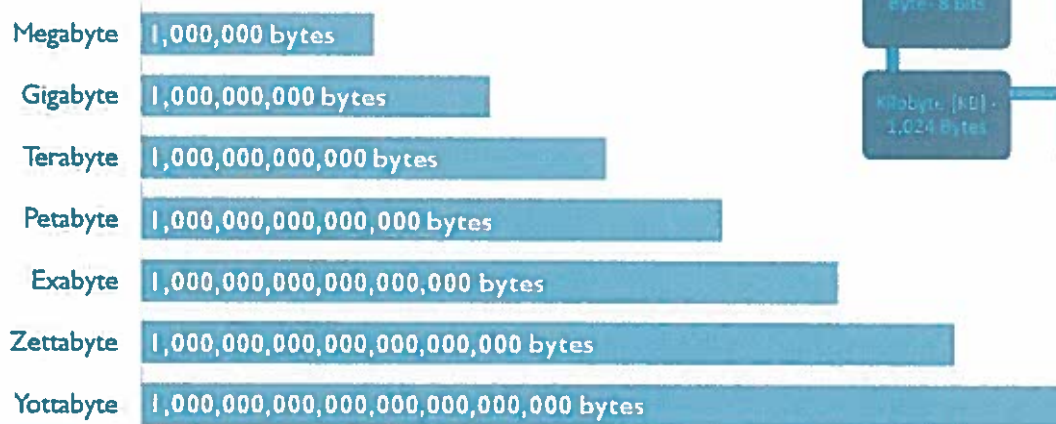


Full internet Visualization

The internet is not a thing. It is a series of interconnected systems arranged in a hub and spoke (fractal) model. The lower left represents an enlargement of one small portion of the Net.

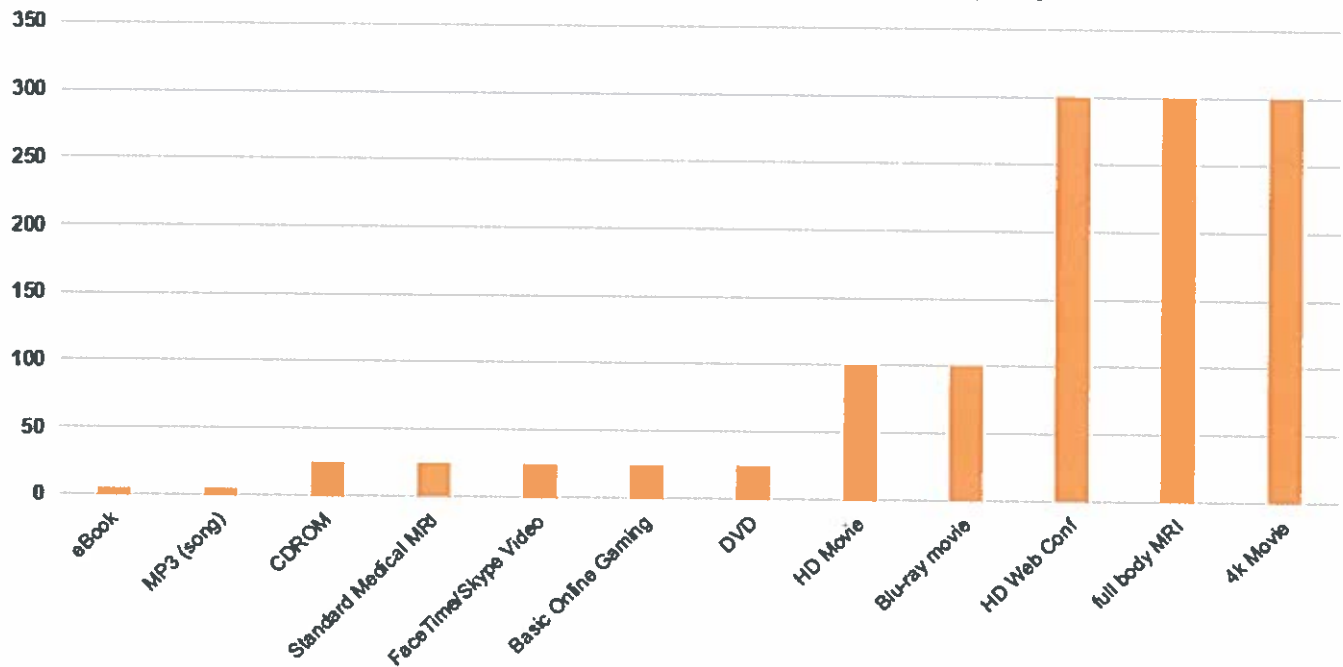


Data Size

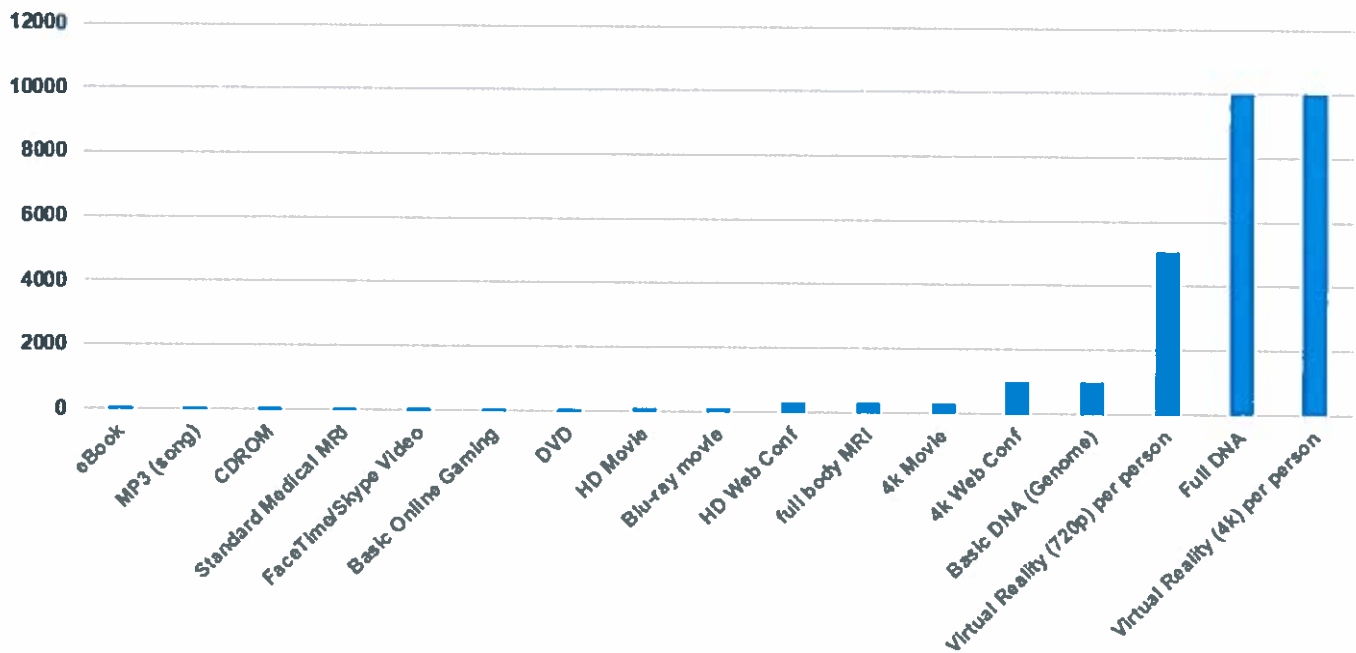


HOW BIG ARE THEY?

Current Uses/Speeds (mbps)



Tomorrow's Uses & Speeds (mpbs)



Mobile Generation	Usage ID	The range of Frequencies; (Examples)	User Data Bandwidth (Practical examples)	Coverage per Antenna & usage
3G	Mobile	850MHz, 2100MHz	2-10 <u>Mbps</u>	50 – 150km Suburban, City, Rural area
4G	Mobile	750MHz, 850MHz, 2.1 GHz,	10-30 <u>Mbps</u> Long-Term Evolution (LTE) version	50 – 150km Suburban, City, Rural area
	Fixed Wireless	2.3GHz and 2.6GHz (<u>Centimeter wave</u>)	50-60 <u>Mbps</u> Long-Term Evolution (LTE) version	1 – 2km Home, office and high density area
5G	Mobile	3.6 GHz, 6 GHz	80-100 <u>Mbps</u>	50 – 80km Suburban, City, Rural area
	Fixed Wireless	24-86 GHz (<u>Millimetre wave</u>)	1-3Gbps	250 – 300 m Home, office and high density area

The summary of Frequency and data bandwidth: 3G to 5G cellular mobile generation
- 5G network real-world test: examples by Qualcomm's simulated 5G tests on Feb/2018

1999 vs 2019, and the future...



A 1997 flip phone could make calls along most highways and do some texting (paging). There were no apps and no "internet data." Video rental was new – video streaming was unheard of.

In 2019, a smartphone can make calls almost anywhere. Internet is standard at 4mbps to 25mbps on a cellphone. There are 1,000s of applications and video streaming is on demand.

We expect to see as drastic a change in the next 5 years as we have seen in the last 20 years.

We can wait on the change, participate in the change, or lead the change.

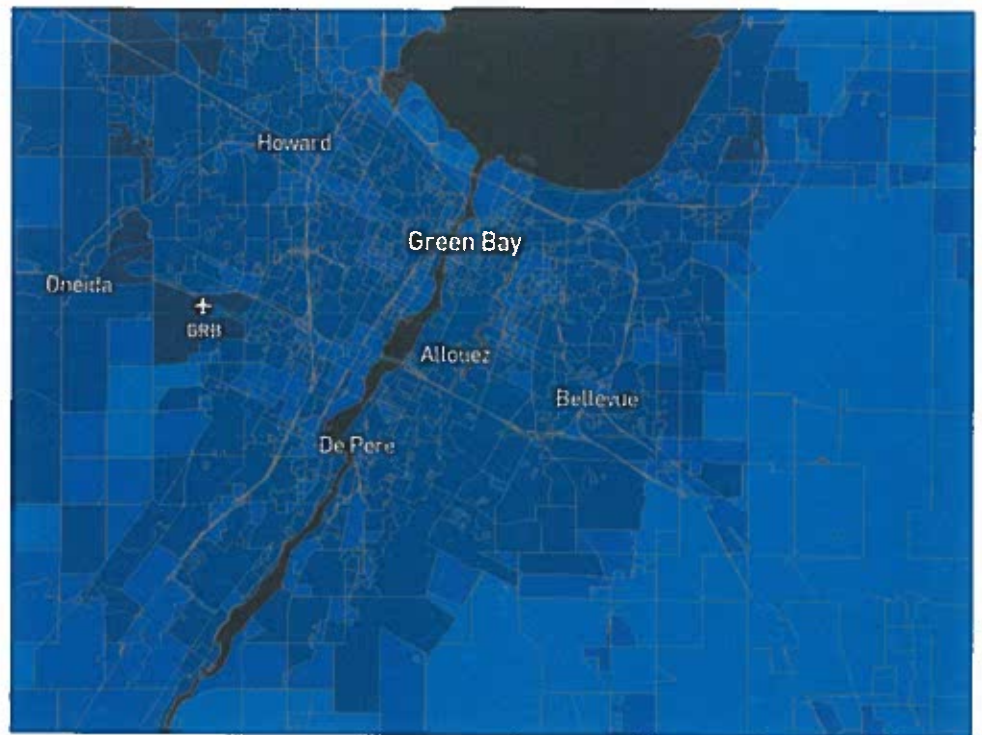


FCC Broadband Map

The dark blue is 25mbps or better.

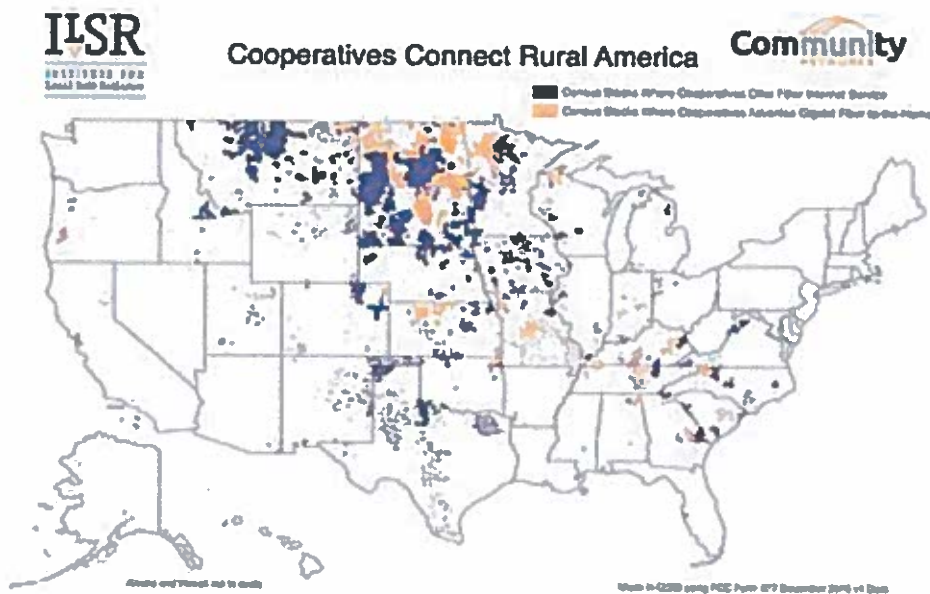
Lighter blue is up to 25mbps

This map is inaccurate, in rural areas based on actual sample performance.



https://broadbandmap.fcc.gov/#location-summary?version=jun2017&lat=44.373602&lon=-88.083658&tech=actos&speed=25_35&lat=44.48965966199529&lon=-88.11744910781465&zoom=10.501655228051586 10

National Situation



Rural internet cooperatives across the USA. Clearly the private sector is not delivering 100% of services.

<https://ilsr.org/the-fiber-future-is-cooperative-policy-brief-on-rural-cooperative-fiber-deployment/>

Existing Brown County Internet Providers as of Oct 2018

1. **Spectrum:** \$44.95 300Mbps (GOOD)
About 10 to 25mb average;
theoretically as high as 300mb
sustained
2. **AT&T U-Verse** \$50 25Mbps
3. **CenturyLink** \$45 25mbps
residential - 5mb to 25mb+ down
in rural areas - 1mb to 15mb+ down
4. **MercuryNet** *Requires near line of
sight. Max 6mb (no higher)
5. **Bertram** \$149/mo for 25mb.
Requires Line of sight
6. **TDS** in some areas. \$29.99 for
50mbps
7. **Cellcom, AT&T, Cellcom, Verizon, CellularOne,**
etc. All are limited to 10gb to 22gb before throttling.
4G LTE gives 5mbps to theoretical max of 50mbps
(more realistically 20mbps max)
AT&T is building FirstNet but 22gb "unlimited"
remains.
8. **Satellite** 10gb to 22gb and has high latency, with
max of around 25mbps.
9. **Charter Cable** up to 300mb where available 10-
25mbps average
10. **Door County Broadband.** 25mbps - not available
in entire county.



Comparing providers

	Max Down Mbps	Max Up mbps	Latency	Data Cap	Loss
Spectrum Cable	300	75	Very Low	None	Very Low
AT&T DSL	25 to 100	5	Very Low	None	Very Low
CenturyLink "City" DSL	25	5	Very Low	None	Low
Satellite	25	5	High	YES	Varies with weather
Spectrum Cable	25 to 100	5	Low	None	Low
City LTE Cellular	15	3	Low	YES	Low
MercuryNet P2P	6	2	Moderate	None	Ok to poor
Rural LTE Cellular	1-5	1	Moderate	YES	Ok
CenturyLink "Rural" DSL	1-5	300k-1	Low	None	Ok

Internet measures

Download Speed - Higher is better. 25mbps is the FCC standard. Not all of Brown County has this available. Download speed affects how fast data can be received, whether from Google, a video, a large file or email. If it is too low, you can't do video conferencing. A paperback download is 8mbit to 40mbit.

Upload Speed - Higher is better. 5mbps is the FCC standard. This affects how long it takes to upload a picture, email, or video. If it is too low, you can't do video conferencing.

Latency - Lower is better. This is "lag" or delay between when a transmit occurs and it actually happens. Impacts teleconferencing, online gaming and remote control services; may make things jerky and inconsistent. Too high a latency and the audio or video link won't work (but email could still work).

Data Caps – Caps are bad. MANY cellular and satellite services have data caps. When you hit the number of bits delivered your service either stops, or gets degraded, or you get billed more.

Packet Loss – Any packet loss is bad. Zero or low is good. If it is too high, you can't do audio or video conferencing.

How Much is Enough??

Internet usage per person is growing at an amazing rate. The numbers are mind boggling.

A TB (terabyte) is equivalent of about 1million paperbacks or 250 full length DVDs.

- In 2000 average total data consumed was .174TB per second
- In 2014 average total data consumed was 102TB per sec
- 2028 estimated average total data consumed 60,000TB per sec

In 2017 the entire internet created about 44 Million Terabytes a day. It is estimated we will create 463 Million Terabytes a day by 2025 (and that is probably low if virtual reality tools become widespread).

The people who can handle the traffic will get the business. This is the new economy.

Information Consumption 2000 vs 2014 vs 2028

In 2000 the world highway had 174,000 cars a second on it. In 2014 it was 102 million cars per sec. By 2028 it will be 60 billion cars per sec.

2000



2014



DoTS Recommendations

Plan big and execute small. Prioritize and narrow targets (use cases) to specific doable projects and then repeat them matching the overall goal.

1. Leverage existing County LTE services focus on traveling staff, law enforcement, health, and Telework.
2. Improve Internet services for events at: County Parks, County Fairgrounds, Arena (similar to what we have now at: airport, libraries, museum and zoo)
3. Partner with school districts to improve access for students – targeting underprivileged students enrolled in other grant/service programs
4. Partner with municipalities, educational entities and others that may want to participate
5. Target 5G in business development and high traffic areas. Consider public/private partnership
6. Consider public/private partnerships for residents & business that have inadequate internet access.
7. Work toward rural tele health (video and medical monitoring and remote interaction)
8. Establish more business incubators in: Denmark, Pulaski, Wrightstown and other spots in the GB area (east and west side).
9. Work toward 10 Gigabit Internet everywhere for all businesses, government and residents of Brown County at reasonable rates possibly including public/private partnerships.
10. Create self-driving vehicle corridor from UWGB <> Downtown <> Stadium <> AIRPORT

Brown County Options

Let the private sector handle this entirely OR partner to:

1. Improve 4G LTE through existing providers – increase backhaul and improve signal – Max about 10mbps
2. Add fixed broadband LTE like BugTussel or BroadbandQ; AT&T may have one also – Max about 10mbps to 25mbps
3. Provide some sort of point to point internet access: Door County Broadband, Bertram or MercuryNet – Max about 25mbps
4. Implement “Wideband” like Microsoft Whitespace through Packerland Broadband – Max about 20mbps to cover underserved areas

Tech / Vendors

1. <http://doorcountybroadband.com/> (Door County Wireless)
2. <http://packerlandbroadband.com/> (Packerland Broadband - whitespace/fiber)
3. <https://gobertram.com/> (Bertram)
4. <https://www.bugtusselwireless.com/high-speed-internet-for-rural-wisconsin-residents/>
5. http://fisci.tech/?page_id=184 (similar to bugTussel LTE)
6. <https://www.cellcom.com/> (local LTE)
7. Other National Cellular providers: AT&T, Verizon, Cellular One, T-Mobile, Sprint, US Cellular and others.
8. Other cable providers: CenturlyLink, Spectrum, TDS and others.

Potential Federal Grant Funding

1. Dept of Agriculture <http://www.rurdev.usda.gov/Home.html> (USDA rural development)
 - a. <https://www.rd.usda.gov/programs-services/rural-broadband-access-loan-and-loan-guarantee>
 - b. <https://www.rd.usda.gov/programs-services/community-connect-grants>
 - c. <https://www.rd.usda.gov/programs-services/telecommunications-infrastructure-loans-loan-guarantees>
 - d. <https://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants>
2. Dept of Commerce Economic Development <http://www.eda.gov/>
3. Universal Service Fund <http://www.usac.org/sl/about/getting-started/default.aspx>
 - a. The High-Cost program
 - b. The Lifeline (low income) program, including initiatives for Native Americans
 - c. The Schools and Libraries program, commonly referred to as E-rate
 - d. The Rural Health Care program
4. CAF II Rural Broadband <https://www.fcc.gov/auctions/ruralbroadbandauctions> (apply with or on behalf of a provider such as Bertram, Door County Wireless or similar).

References

- https://motherboard.vice.com/en_us/article/paax9n/rural-america-is-building-its-own-internet-because-no-one-else-will
- <https://ilsr.org/the-fiber-future-is-cooperative-policy-brief-on-rural-cooperative-fiber-deployment/>
- <https://www.ecnmag.com/blog/2018/03/challenges-rural-broadband-fixed-wireless-solution>
- http://www.bbpmag.com/2010mags/may-june10/BBP_MayJune10_Chattanooga.pdf
- <https://muninetworks.org/sites/www.muninetworks.org/files/Cooperatives-Fiberize-Rural-America.pdf>

[illegible]

1	Scrays Hill: \$1,403,600 Resolves performance/reliability issues for 911 radios and resolves service for Mount Mary Water Tower removal & Rural Broadband.	6	Pulaski: \$619,500 Provides service to Pulaski: schools, municipality, library, health, and Business Park
2	Flintville: \$768,200 Enhances performance/reliability for 911 radios & Rural Broadband.	7	Wrightstown: \$1,566,400 Schools, municipality, health, library and Business Park
3	Wequiock: \$274,560 enhance performance and reliability for 911 radios & Rural Broadband	8	Greenleaf 911 Tower: \$684,200 enhance performance and reliability for 911 radios & Rural Broadband
4	Oneida tower to Flintville tower: \$862,500 Enhances performance/reliability for 911 radios and provides options for rural broadband.	9	Kewaunee Extension: \$979,800 up to county line only. Business Development and feed for New Franken Highway Shop and rural broadband.
5	Scrays Hill Tower to Denmark tower: \$1,701,600 Enhances 911 radios + rural broadband + provides access to: Denmark Municipalities, Health, Schools and Business Park + Langes Corner highway shop	A	Kewaunee County Extension to Luxemburg. Cost estimate of \$525.760.

BCCAN Partnerships

Educational Institutions:

Green Bay Area Public School District
Ashwaubenon School District
Howard Suamico School District
UW Green Bay
St. Norbert College
NWTC
MERIT (Michigan shared cost only)
Denmark School District

Healthcare Institutions:

St. Vincent Hospital
Prevea Health

Economic Development:

T2 Accelerator
Airport Development Zone
Papermaking Corridor

Organizations and Agencies:

Wisconsin Department of Transportation fiber sharing

Municipalities:

City of Green Bay
City of De Pere
Village of Allouez
Village of Ashwaubenon
Village of Howard
Village of Bellevue
Village of Suamico

Telecoms:

Nsight

BCCAN Connected County Locations:

Airport, Museum, Courthouse Complex, Northern Building, Sophie Beaumont, CTC, Zoo, Jail, Sheriff, Ashwaubenon Library, Southwest Library, De Pere Library, Central Library, and Howard Library

BCCAN Planning Summary

1. Major expansions: Wrightstown, Pulaski, Denmark, and Northeast Brown County.
2. Working with municipalities to ensure they have fiber or full internet service if they choose leveraging BCCAN.
3. All 911 Radio towers for next-gen-911. This would also allow the County to reduce or eliminate expensive tower to tower repeater systems. That same fiber would also permit the possibility of a County government mesh wireless network, leasing for a public mesh wireless network or a public/private partnership.
4. Continue to work with school districts to improve access and reduce the Digital Divide.
5. Work with Healthcare providers to improve rural healthcare access via the Internet.
6. Ensure we have multiple paths in and out of the County. Currently we have MERIT to the north and WiscNet to the South but no West runs. Expand fiber to ensure mesh access. St. Norbert's College run was recently completed. This includes working toward a local IXP to bridge providers.
7. Partner within the region: Door County, Kewaunee County, Outagamie, Manitowoc and Shawano using fiber runs to allow for more shared services, mutual aid and reduced telecommunication expenses.
8. Support directly or indirectly East and West Green Bay fiber arterial to ensure technology businesses are attracted to the region.
9. Work with the County Board to add a dig once pro-fiber ordinance throughout Brown County.
10. Facilitate business development (*example: since first offering its fiber optic service in 2012, Chattanooga, Tenn. has generated over \$400 million in new business investments and 6,000 new jobs*).

BCCAN Q&A

Who qualifies to lease fiber or fiber & internet access?

Qualifying entities include schools, healthcare agencies, non-profit organizations, telecommunications agencies, municipalities and government entities. For-profit businesses residing in a qualifying business development zone are also eligible.

Can I lease Fiber Only?

Yes, assuming it is available and you qualify.

Who maintains the fiber?

The fiber infrastructure maintenance and locates are paid for by BCCAN, which is part of the charge back expense for any fiber or fiber and internet access.

How much does it cost?

Cost varies with the amount of fiber leased on a per mile basis and whether any connection or "build out" costs are customer paid or embedded in the lease.

If fiber must be pulled to your location, the cost is anywhere from \$70,000 to \$170,000 per mile. All costs must be charged back as part of any lease per resolution.

How do I get BCCAN?

You can email a request to: BCCAN@co.brown.wi.us to get more information. Or you can contact Kevin Raye at 920-448-4030.



DoTS, Monthly Report, March 6th 2019

Covers Jan 2019 and Feb 2019 Technology Services Activity

Items of Note

1. Any questions regarding the DoTS monthly budget reports?
2. Arena Document "Box" Storage.
 - a. As of 2/26 waiting on quote approval for box moves from old Hall of Fame to Iron Mountain for temporary storage.
 - b. The final destination for the 5500 boxes is still in question. DoTS and Brown County Facilities are working on quotes for a storage building separate from the arena. We hope to have an estimate to you by April Admin Committee or sooner. Alternately, the boxes will go back into the new Arena building.
3. See BCCAN plan attached
4. 4g/5g and public WiFi presentation will be 6pm April 17th before full board meeting. We have representatives from Nsight and Packerland planning to attend.
 - a. See "Broadband Presentation" Attached: Please review this for content and subject matter for the April presentation.
5. Outstanding items for the County Board:
 - a. Working with PSC, Sheriff and Corp Counsel on outline for resolution for chargeback related to 911/CAD and Netmotion. In the short term pushing for "hold harmless" agreements.
 - b. We will need to discuss long-term plans for the main Board Chambers technology – in conjunction with the City. Specifically the voting system.
6. Response to request regarding project backlog and prioritization. Any followup?

Staffing Report:

7. Full staffing. No open positions
8. Performing Class Comp related work.

Project/Activity Updates

Over 50 active projects (remains higher than normal). 2019 through 2021 will be busy (right now over 122 planned projects/activities). The number of new systems and upgrades is increasing.

9. **Computer Aided Dispatch project.** Switched back to the old Motorola system on Feb 20th at 4am. Francis Westrich and Ryan Finstad have done an excellent job dealing with changing plans, ongoing problems and customer support.
 - a. DoTS continues to spend significant time in support of CAD. This includes work related to various future options and current funding challenges.
 - b. See *Public Safety Committee* for more information.

- 10. New tax system (LandNav)** vendor is working to meet RFP requirements – making progress.
- a. The go-live will be 2019 tax season (targeting May 1st 2019). We are still on track to meet that go-live, but the timeline is dependent on successful testing.
 - b. One municipality is still in parallel testing now - tax billing and collection cycle since last November. Issues continue to be found and resolved (collection is currently being cleaned up; IN-REM still to be tested). In some cases LandNav requires more steps than the old custom system. Example: More time/steps to create a new subdivision.
- 11. Cyber Security Updates:**
- a. Phishing tests – and malicious email education ongoing
 - b. Brown County identified new threats shared with State and MSISAC
 - c. Continued cyber, HIPAA, PCI, CJIS, TS and general policy updates for compliance with various regulatory controls.
 - d. Continuing work to contract with MSISAC for cyber security support (Active by end of 2019) contract confirmation in progress
- 12. Numerous Sheriff projects:**
- a. Working on Sheriff Jail Camera project. Camera portion of project on track for completion by end of 2019.
 - b. Sheriff went live with a new CAD lookup tool (developed by Capt Rousseau) allowing for transition back from Securus. Solved a problem (for Brown County but not other law enforcement).
 - c. Planning is in progress to upgrade restricted accounts to full accounts for remaining law enforcement officers
 - d. Working with Sheriff and D/A for ad-hoc long term high volume storage. Researching other tools now.
 - e. Numerous other on hold Sheriff related projects.
- 13. Windows 10, Office 2016 and Server 2012/6 upgrades and rollout** continue complete by end of 2019 (Deadline Jan 2020). In place upgrade in Finance successful. Inventory work ongoing. Approximately 430 PCs remaining. Planned and Budgeted.
- 14. BCCAN. Planned**
- a. Ashwaubenon Prevea BCCAN planning work. See request for bids.
 - b. Webster Ave relocation boulevard project starting (moving fiber) See request for bids.
 - c. Starting prep for Highway 29 BCCAN extension (federal grant money)
 - d. BCCAN work for Papermaking Corridor, GB Schools and Prevea/HSHS are all in progress
- 15. Office 365 Work. Planned**
- a. UserID migration from last_fm to first.last and email from last_fm@co.brown.wi.us to first.last@browncountywi.gov. This is in progress. DoTS completed, starting with users for Tyler ERP (LOGOS) Upgrade next.
 - b. Full Office 365 Government Migration likely to continue through Q4 2020. Hard target is April 2020, stretch goal is to complete by end of year. File migration to follow after email migration.
- 16. DoTS 2020 budget cycle.**
- a. 911 Radio Tower change in 2020. See Public Safety for more information. Planned. Unbudgeted. See 2020 budget request.
 - b. Other systems compliance and system upgrades planning.
- 17. System and/or Application Upgrades**
- a. Financial/ERP upgrades: NewWorld ERP (LOGOS) 2018.1 upgrade in testing now. Additional major upgrades now planned for later 2019. Planned
 - b. Employee Self Service (eSuite) for W2 and paystubs along with Employee Self Service (Kronos) for vacation requests, are planned to go live in Q3. Not Planned

- c. Kronos Q3/Q4 Upgrade TBD. Not Planned – vendor notified change.
 - d. Milestone video surveillance system clustering redundancy testing completed, continuing with remaining grouped servers; 3 out of 10 complete. Planned
 - e. Laserfiche upgrade in progress – work continues. Planned
 - i. Document management system (Laserfiche) upgrade and server migration in progress; servers built, software installs in progress.
 - ii. Laserfiche implementation with Finance Q1, then ADRC Q2 then County Clerk Q3 – may overlap with County Board office access.
 - f. Register of Deeds, Fidar upgrade in progress – work continues; servers built, software install in progress. Planned
- 18. New Services/Systems or Replacements**
- a. Migrate Dictaphone to eScription One. Budgeted/Planned
 - b. BC Housing Authority Financials. Not planned
 - c. Justice PSA tool (may involve significant staff time). Not planned
 - d. Replace Work Order (helpdesk) system. Nearing final product selection. Budgeted/Planned
 - e. Print/Copy (Papercut) billing system for Library timeline TBD. Not Planned
- 19. DoTS Construction related activity**
- a. Arena and demolition of Hall of Fame
 - i. 5500 boxes not resolved yet
 - ii. No response on BCCAN fiber for new building
 - b. CTC Expansion
 - c. Highway Fuel Building
 - d. Medical Examiner
 - e. Jail PODs Expansion
 - f. East Branch Library
 - g. UWGB STEM work in progress, summer 2019 occupancy.
 - h. Building Control Standardization
- 20. MyBC and Internet Website Improvement:**
- a. Mockup of Layouts for Public Internet and MyBC finalized – draft site reviewed
 - b. Notifying Department Heads and Web Content Administrators of website migration plans for next 10 months.
 - c. Migration planning in progress. Q3/Q4 go live.
 - d. Museum will use same environment in fall of 2019 – discussions already started
- 21. Dual internet and firewall upgrade work moved up due to performance issues with existing firewall.**
Work started in late November and will continue likely through Q2 possibly Q3 2019.

Completed activity

- 22.** Computer Aided Dispatch reverted back Feb 20th - Contact PSC for more information.
- 23.** Health staff moved from west side to Sophie Beaumont. March 4th all moves completed. Required significant work.
- 24.** Sheriff- Crime Mapping software – testing continues (data interfaces completed) TS portion complete
- 25.** Created services for Brown County Housing Authority

2018 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
18-140	1/21/19	Public Works	For 2018 due to the change in the type of projects during the summer, Blizzard Evelyn in April, and a pipe failure on CTH X from the September rain storms the Highway department has incurred more in County Maintenance expenses than budgeted for 2018. For the 240 Fund balance, this will require use of fund balance to cover these expenses. For the 660 Highway Operating fund, it is an increase in revenue with an offsetting increase in expense since all operations flow through the Highway Operating Fund and then charged to the 240 Fund. Fund 240 Fiscal Impact: (\$683,942) Fund 660 Fiscal Impact: (\$0)	8	2/14/19	Y	PDT 2/25/19 CB 3/20/19 Emld Dept 2/14/19
18-141	1/21/19	Public Works	The Towns of Green Bay, New Denmark, Rockland, & Wrightstown have submitted Bridge Aid Reimbursement Requests for funds petitioned for in years prior to 2018. Because we only budget for the current year petitions (141,000) the previous years' petitioned funds are in the Fund Balance reserved for Bridge Aid. This budget adjustment is to move some of the reserved bridge aid funds into 2018 for these bridge aid reimbursement requests. Since these expenses flow through the 660 fund first there also needs to be an increase in rev and increase in expense on the 660 Fund side for this. Fund 240 Fiscal Impact: \$0 Since Funds In Reserved Bridge Aid Fund Balance Fund 660 Fiscal Impact: \$0	8	2/14/19	Y	PDT 2/25/19 CB 3/20/19 Emld Dept 2/14/19
18-144	1/25/19	ADMIN	2018 – Funds are budgeted each year in the 090 General Revenues salary reimbursement account for casual pay transfers. These funds are transferred at year-end based upon departmental deficits and whether the department had a deficit in Personnel Costs. Since the applicable departments had more casual pay than the \$175,000 budgeted for, each department received a pro-rata share. Fiscal Impact \$175,000	2	2/7/19	N	Emld Dept 2/7/19
18-145	1/25/19	HHS-CS	Software was purchased with grant funds budgeted to Purchased Services account. A grant expense account for software was used for the actual purchase. This BA moves budgeted funds to the same account as the actual expenditure. Fiscal Impact: \$0	1		N	Emld Dept 2/5/19

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL. REQ'D?	BOARD ACTION/DATE
18-146	1/31/19	ADMIN	2018 – Funds are budgeted each year in the General Revenues salary reimbursement account for sick leave. When an employee retires, the appropriate department salary account is charged. This budget adjustment transfers funds to the appropriate department salary account along with the applicable transfer in/out. This entry is for announced retirements occurring in January 2019 Fiscal Impact \$29,348	2	2/7/19	N	EmlD Dept 2/7/19

2019 BUDGET ADJUSTMENT LOG

19-015	1/25/19	PALS	*2019* This budget adjustment request is to properly budget for the completion of the 2018 municipality comprehensive plan printing in calendar year 2019. The preparation of these plans was budgeted for in 2018 and completed with the exception of the printing. The revenue collected that relates to the printing cost will be deferred until 2019 when the printing is completed. Fiscal Impact: \$0	2	N/A	N	EmlD Dept 2/5/19
19-016	1/25/19	HHS-CS	Program management has discontinued the RIMS recertification and would like the funding moved to the AODA training line item. Fiscal Impact*: \$0	1	N/A	N	EmlD Dept 2/5/19
19-017	1/29/19	PALS	This budget adjustment is for the use of Specialized Transportation Assistance (Sec. 85.21) Program Trust dollars to fund the purchase of capital items by eligible agencies to provide transportation services to seniors and people with disabilities within Brown County. The Sec. 85.21 Trust currently contains \$128,430, which significantly exceeds the state-imposed cap of \$80,000. If this excess funding is not spent, it will have to be returned to the state. To spend the Sec. 85.21 Trust to a level preferred by the state (which is as close to \$0 as possible), PALS staff will solicit applications for capital projects from eligible agencies in Brown County. Funding awards will be approved by the BC Planning Commission Board of Directors. The use of Sec. 85.21 Trust funds for capital projects has already been approved by the WI Department of Transportation. NOTE: Some trust funding is recommended to be retained for possible emergency projects in 2019 (mid-year replacement of broken vehicles, etc.) Fiscal Impact: \$110,000	7	2/7/19	Y	PDT 2/25/19 CB 3/20/19 EmlD Dept 2/7/19

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APRRL REQ'D?	BOARD ACTION/DATE
2019 BUDGET ADJUSTMENT LOG							
19-018	2/5/19	PALS	This budget adjustment will be made to properly reflect (in the 2019 budget) the effect of resolution 11g dated 12/19/2018 for the absorption of the Brown County Housing Authority as well as the addition of a Housing Administrator position. Fiscal Impact: \$104,333	4	2/14/19	N	Emld Dept 2/14/19
19-019	2/6/19	UW-EXT	Extension Brown County has received a grant from KidsGardening to use for the Brown County Community Gardens Teen Farmers' Market Program. The Teen Farmers' Market Program helps teenaged foster youth to grow, harvest and sell produce in weekly summer sessions that also include speakers on topics from nutrition to marketing and field trips to sustainability-focused organizations. Youth build life and work skills through this program, as well as increase their mental well-being. This grant will be used to purchase gardening supplies for the youth to use during planting, harvesting and/or markets. Fiscal Impact: \$1,000	7	2/14/19	Y	PDT 2/25/19 CB 3/20/19 Emld Dept 2/14/19
19-020	2/6/19	Public Works	This budget adjustment is related the resolution amending prior 6/20/18 resolution supporting the redevelopment of the Fox River Papermaking Corridor ("FRPC") due to unanticipated costs of the FRPC redevelopment. These unanticipated costs will be funded by a donation from Green Bay Packaging and a transfer from Brown County's General Fund. Excess sales tax revenue, if any, shall be allocated towards reimbursing the General Fund for this additional allocation from the General Fund. Refer to Resolution 11b dated 12/21/2018. Fiscal Impact: \$6,612,412	4	2/14/19	N	Emld Dept 2/14/19
19-021	2/13	Sheriff	This 2019 budget adjustment is to increase grant revenue and related outlay expense to participate in a Homeland Security WEM ALERT SWAT Ballistic Shields grant (2018-HSW-02A-11475). The grant provides funds for the purchase of ballistic protection equipment consisting of 2 ballistic shields - 1 for \$6,000 (outlay) and 1 for \$4,000 (Equipment non-outlay). There is no local match for this grant. Fiscal Impact: \$10,000	7	2/14/19	Y	PS 3/6 CB 3/20 Emld Dept 2/14/19

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE
19-022	2/19	UW-EXT	<p>*2019* UW Extension received a grant from the Greater Green Bay Community Foundation for \$10,000 to deliver the Rent Smart Program. Programming will begin in 2019, and expenses will include staff wages/fringe, supplies for operating the program, printing and postage, and travel and training in the form of delivering the program at offsite locations. Refer to Resolution 121 dated 2/20/19.</p> <p>Fiscal Impact \$10,000</p>	7	2/19/19	Y	PDT 2/25 CB 3/20 Emld Dept 2/19
19-023	2/21	PARKS	<p>Parks received a \$300,000 donation from WPS in 2017 to be used for the Barkhausen Habitat Enhancement project. This budget adjustment is to properly budget for the remaining donation to be used for the project in 2019.</p> <p>Fiscal Impact: \$285,178</p>	2	2/26/19	N	Emld Dept 2/26/19

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
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CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

February 26, 2019

Committee Date:
March 6, 2019

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: January Director's Report

I. Risk & Purchasing Department

Claims for January-February: One (1) claim was filed. A highway vehicle plowing snow knocked down a pole causing the car following the plow to sustain damage to a side mirror.

Incidents: Eight (8) incidents were reported since the last report. Two (2) slip and fall incidents in the parking lot of the Central Library; one (1) slip and fall outside the Courthouse; one (1) slip and fall in the ADRC parking lot. One (1) Highway pick-up truck collided with two parked vehicles in a parking lot. One (1) Highway vehicle was rear ended while assisting a stuck vehicle on the highway. One (1) Sheriff's Office squad was side swiped by a semi-truck. One (1) patron fell while at the ADRC needing medical assistance.

Lawsuits: The County was named in one (1) lawsuit resulting from the shooting at the jail sally port.

Grievances: None.

Purchasing: Purchasing published/completed (2) RFBs, (5) RFQs & (1) RFP.

II. Finance Department

Health Reimbursement Accounts: As part of our year-end review, we identified \$363,510 shown as restricted for employee health reimbursement accounts that had been forfeited by past employees. These funds will be move to the unrestricted health insurance fund balance, which had a \$627,144 deficit balance on 1/1/18.

Lease Inventory: In anticipation of the new accounting rules for leases effective 2020, Finance is compiling a list of all leases to which the County is a party. County officials will need to review the terms of each lease to determine how to implement this standard next year.

2020 Budget: Cost Allocation Plan presentation was made to interested parties on Jan 24 and documentation is being collected.

2018 Audit (CAFR): Audit fieldwork is scheduled for April 29-May 10.

2018 Budget: Finalizing end of year.

III. Tax Increment Finance District

No Update.

IV. New World ERP (Logos)/Kronos Projects Update

We are in the process of upgrading both the hardware and software for our Financial System. The Module Owners (Accounts Payable, Purchasing, General Ledger, Payroll, Revenue Collections/Miscellaneous Billing, etc.) are in the process of testing the upgrade. Our targeted date for the upgrade testing to be completed is Friday, March 15, with a tentative implementation date of the first week of April.

V. Other

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive

2019 Contingency Fund Usage

Starting Balance	\$300,000
Usage to date	<u>-\$ 0</u>
Balance	\$300,000

Room Tax Analysis

Analysis of 2018 vs 2019 - Room Tax Data from Associated Bank's Report

	Deposits Made by Munis - Based on Actual Dates Deposited with Associated Bank		Month to Month Change 19 vs. 18		Year to Date Change 19 vs. 18	
	2018	2019	Dollar	Percent	Dollar	Percent
January (December Room Tax)	478,587.50	578,893.15	100,305.65	20.96%	100,305.65	20.96%
February (January Room Tax)	279,033.37	-	(279,033.37)	-100.00%	(178,727.72)	-23.59%
March (February Room Tax)	336,727.03	-	(336,727.03)	-100.00%	(515,454.75)	-47.10%
April (March Room Tax)	424,232.77	-	(424,232.77)	-100.00%	(939,687.52)	-61.88%
May (April Room Tax)	431,010.77	-	(431,010.77)	-100.00%	(1,370,698.29)	-70.31%
June (May Room Tax)	464,200.96	-	(464,200.96)	-100.00%	(1,834,899.25)	-76.02%
July (June Room Tax)	511,572.94	-	(511,572.94)	-100.00%	(2,346,472.19)	-80.21%
August (July Room Tax)	683,069.61	-	(683,069.61)	-100.00%	(3,029,541.80)	-83.96%
September (August Room Tax)	644,153.08	-	(644,153.08)	-100.00%	(3,673,694.88)	-86.39%
October (September Room Tax)	811,342.54	-	(811,342.54)	-100.00%	(4,485,037.42)	-88.57%
November (October Room Tax)	689,498.80	-	(689,498.80)	-100.00%	(5,174,536.22)	-89.94%
December (November Room Tax)	454,687.82	-	(454,687.82)	-100.00%	(5,629,224.04)	-90.68%
	<u>6,208,117.19</u>	<u>578,893.15</u>				

**BROWN COUNTY TAX COLLECTION AGREEMENT
DECEMBER 2019 TO FEBRUARY 2020**

This Agreement is entered into by and between the **County of Brown ('County')**, a body corporate as that term is used in Wis. Stat. § 59.01, and the **City of Green Bay ('Municipality')**. This Agreement is made pursuant to Wis. Stats. § 74.10, which allows a WI County to contract with WI Municipalities for tax collection services, and pursuant to Wis. Stat. § 66.0301, which allows a WI County to enter into Intergovernmental Agreements with WI Municipalities.

Municipality desires for County to perform **Tax Collection Services ('Services')** on its behalf, and County desires to perform said Services, pursuant to the terms and conditions specified below.

1. The term of this Agreement is from December 2019 to February 2020.
2. Municipality's Clerk shall provide all approved 2019 tax rates to the Brown County Treasurer's Office by December 2, 2019.
3. County, via the Brown County Treasurer, shall prepare appropriate tax bills for Municipality, specifying the first installment payment, second installment payment and/or full payment of Real and Personal Property Taxes along with Special Charges and Special Assessments to be due on or before January 31st, annually. Tax bill preparation includes entering tax rates, providing forms, printing, folding, sealing, presorting, and delivering the tax bills to the United States Postal Service.
4. County, via the Brown County Treasurer, shall invoice Municipality for actual postage costs incurred due to mailing bills to taxpayers, which shall be paid by Municipality on or before January 31, 2020.
5. County, via the Brown County Treasurer, shall process the first installment, second installment and full payments of Real and Personal Property Taxes, plus payments of Special Charges and Special Assessments.
6. County, via the Brown County Treasurer, shall deposit collections in Municipality's specified bank account on or about 01-03-2020, 01-17-2020, 02-05-2020 and 02-12-2020. Municipality shall have full control of said bank account.
7. County, via the Brown County Treasurer, shall provide an electronic *Real Estate Tax, Special Charges & Special Assessments, and Personal Property Tax Report* to Municipality with each deposit.
8. County, via the Brown County Treasurer, shall provide a receipt to taxpayers that pay in person at the Brown County Treasurer's Office.
9. Due to County recently acquiring new Land Records software for the Land Information Office called *GCS LandNav*, which is also utilized by the Brown County Treasurer for tax collection purposes, only the Brown County Treasurer and County Authorized Banks may receive tax payments per this Agreement, and the Brown County Treasurer will only process payments made in this manner. Payments made directly to Municipalities will not be processed by the Brown County Treasurer per this Agreement.
10. Municipality shall settle with County for all collections received, including collections for Special Assessments, Special Charges, and Special Taxes, and for General Property Taxes, on or before February 20, 2020 and Municipality shall pay all taxing districts their proportionate share of levies collected based on information provided by the Brown County Treasurer's Office.
11. If changes in state law occur during the course of this Agreement which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement by providing the other party with thirty days prior written notice. Any material violation of the terms and conditions of this Agreement shall be grounds for termination upon ninety days written notice.

12. Also due to County utilizing **GCS LandNav** software, County shall collect BOTH Real Property Taxes (including Special Charges and Special Assessments) AND Personal Property Taxes on behalf of Municipality.
13. Municipality Payment to County: **\$0.00 per Property Tax Bill; and Actual Postage Costs.**
14. Municipality agrees to place parking meter covers ("hoods") on eight specific parking meters, at no charge to County, from 12-09-2019 to 01-31-2020, so that taxpayers may park at said meters free of charge while paying their tax bills at the Brown County Treasurer's Office. In particular, Municipality shall place and remove hoods in accordance with the above date range, and as follows: parking meter numbers 2114, 2115 and 2116 on Adams Street shall be hooded; parking meter numbers 3100, 3101, 3102, 3103, and 3104 on Jefferson Street shall be hooded; and taxpayers shall be allowed to park at said meters free of charge and at no cost to County during said date range. In addition, Municipality shall provide five parking passes for the five Limited Term Employees (LTEs) the Brown County Treasurer hires to assist with carrying out the provisions of this Agreement for use during the months of December 2019 and January 2020. Said five parking passes shall be provided without charge to County to provide to the five LTEs. The hoods placed on the two parking meters on Adams Street shall have language on them substantially similar to the following: *"Free Parking for Tax Payments Only – Additional Free Parking for Tax Payments on Jefferson Street."* The hoods placed on the five parking meters on Jefferson Street shall have language on them substantially similar to the following: *"Free Parking for Tax Payments Only."* Signs with language substantially similar to the above may be placed on Adams Street and/or on Jefferson Street in lieu of placing language substantially similar to the above on the hoods, but either way said meters shall be hooded for free parking during said date ranges, meaning there shall be no charge to County for placing and removing hoods on said parking meters as described above, and no charge to County and/or individuals utilizing said parking meters as described above during said date range.

By signing below, the parties affirm and acknowledge that they have read and understand this Agreement, that they shall be bound by the terms and conditions of this Agreement, and that they have authority to enter into this Agreement on behalf of their respective Municipality or County.

City of Green Bay	Brown County
Name of Municipality	Name of County
Printed Name of Individual Signing on Behalf of Municipality	Troy Streckenbach
Printed Title of Individual Signing on Behalf of Municipality	Name of Individual Signing on Behalf of County
X	Brown County Executive
Signature of Individual Signing on Behalf of Municipality	Title of Individual Signing on Behalf of County
Date Signed	X
Phone Number	Signature of Individual Signing on Behalf of County
	Date Signed
	(920) 448-4001
	Phone Number

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DECEMBER 2019 TO FEBRUARY 2020**

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By signing below, the parties affirm and acknowledge that they have read and understand this Agreement, that they shall be bound by the terms and conditions of this Agreement, and that they have authority to enter into this Agreement on behalf of their respective Municipality or County.

	Brown County
Name of Municipality	Name of County
	Troy Streckenbach
Printed Name of Individual Signing on Behalf of Municipality	Name of Individual Signing on Behalf of County
	Brown County Executive
Printed Title of Individual Signing on Behalf of Municipality	Title of Individual Signing on Behalf of County
X	X
Signature of Individual Signing on Behalf of Municipality	Signature of Individual Signing on Behalf of County
Date Signed	Date Signed
	(920) 448-4001
Phone Number	Phone Number

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

February 25, 2019

Committee Date:
March 6, 2019

TO: Administration Committee

FROM: C. Weininger
Director of Administration

SUBJECT: February Director's Report

I. County Training

A training schedule for 2019 has been sent out to all departments. Each month, a different training topic is offered. Topics include Supervisory Skills, Employee Retention, Leadership vs. Management, The Art of Being a Good Listener, Adapting to Change, Handling Angry Employees and Enhancing Work Relationships. Four of the trainings will be mandatory including Sexual Harassment in the Workplace, Disciplinary Action and Procedures for Local Government, Performance Management and HIPAA: Protected Health Information for Public Entities.

II. Class & Comp

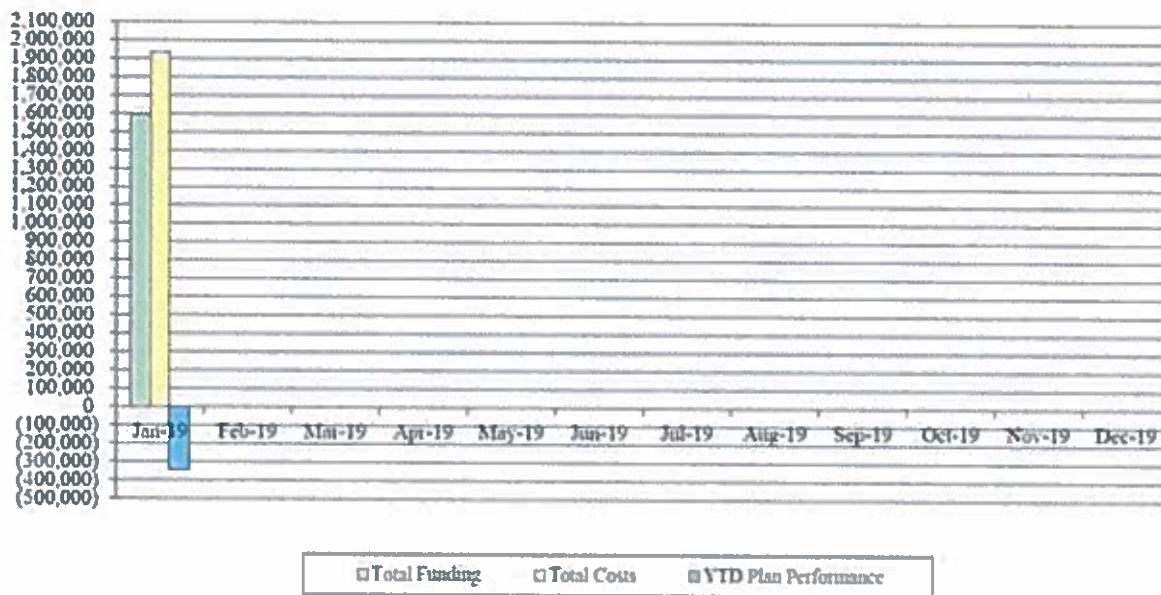
With the approval of the Classification Schedule and Compensation Policy, we are currently processing increases for eligible employees. We are also planning to do a review of Clerk of Courts and Technology Services this year. Human Resources is also in the process of updating all internal policies.

III. Policies

- Verbal update.
- Organ Donation Policy.

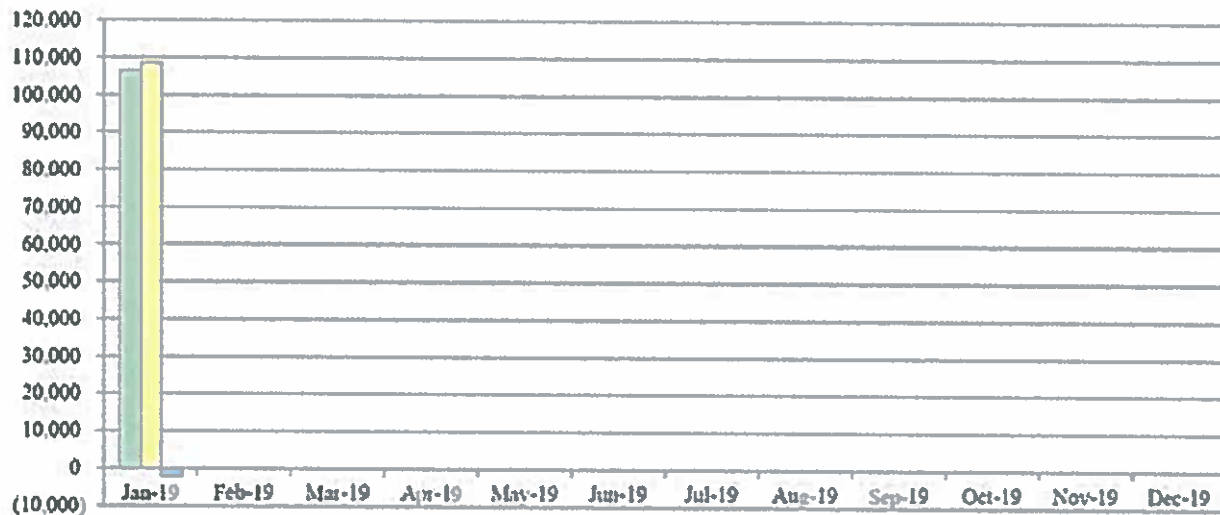
IV. Benefits

Medical Summary Graph



January claims loss of \$346,440.47 due, in part, to 3 claims hitting our 2018 stoploss totaling \$208,099 paid in 2019 which will be accounted for in the February 2019 claims totals.

Dental Summary Graph



Loss of \$2,145.83 due to runout from 2018 claims.

V. Recruitment

Recruitment Report

As of 2/22/2019

<u>Department</u>	<u>Title</u>	<u># of Vacancies</u>	<u>FT, PT, On Call</u>
Golf Course	Seasonal Golf Course Worker	8	LTE
Health	Public Health Nurse		
HHS - Community Services	AODA Counselor	1	PT
HHS - Community Services	Clerk II: Economic Support	1	FT
HHS - Community Services	Clerk Receptionist	1	FT
HHS - Community Services	Clinical SW/Pro Couns/Case Mgr	1	FT
HHS - Community Services	Economic Support Specialist	5	FT
HHS - Community Services	Economic Support Supervisor	1	FT
HHS - Community Services	Human Services Manager (Criminal Justice)	1	FT
HHS - Community Services	Social Services Aide I: Birth to 3	1	PT
HHS - Community Treatment Center	Advanced Practice Nurse Prescriber	1	FT
HHS - Community Treatment Center	Certified Nursing Assistant (CNA)	8	PT
HHS - Community Treatment Center	Certified Nursing Assistant (CNA)	1	FT
HHS - Community Treatment Center	Certified Nursing Assistant (CNA)	2	On-Call
HHS - Community Treatment Center	Cook (Part-Time)	1	PT
HHS - Community Treatment Center	Food Service Worker - Part Time	2	PT
HHS - Community Treatment Center	Licensed Practical Nurse (LPN): Part-Time	1	PT
HHS - Community Treatment Center	RN - On-Call	1	On-Call
HHS - Community Treatment Center	RN - Part Time	2	PT
Library	Library Service Clerk	1	PT
Medical Examiner	Medicolegal Investigator	1	LTE
Medical Examiner	Medicolegal Investigator	1	FTE
Planning & Land Services	Planner I - Housing	1	FT
Public Safety Communications	Lead Telecomm Operator	1	FT
Public Works - Facilities	Seasonal Help	4	LTE
Public Works - Facilities	Summer Housekeeper	1	LTE
Public Works - Highway	Summer Engineering Aide	1	LTE
Sheriff	Correctional Officer	4	FT
Sheriff	Patrol Officer	5	FT
Zoo & Park Management - Parks	Lead Seasonal Park	3	LTE
Zoo & Park Management - Parks	Parks Security	1	LTE
Zoo & Park Management - Parks	Seasonal Park	9	LTE

VI. Staffing Levels

Turnover:

BROWN COUNTY TURNOVER REPORT January 19

	DATE	STATUS	POSITION	DEPT
1	1/2/19	FT	HR Generalist	HR
2	1/2/19	FT	Veterans Service Officer	Veterans
3	1/3/19	On-Call	LPH	CTC
4	1/2/19	FT	Social Worker/CM-CPS	HHS
5	1/3/19	FT	Food Service Workers	CTC
6	1/2/19	FT	Maintenance Mechanic	Airport
7	1/14/19	FT	Social Worker/CM-CPS	HHS
8	1/14/19	FT	Correctional Officer	Sheriff
9	1/14/19	FT	Marketing Manager	Airport
10	1/7/19	LTE	Clerk/Typist II	COC
11	1/17/19	PT 5	Account Clerk I	HHS
12	1/2/19	FT	Clerk/Typist II	Port
13	1/17/19	PT 2	CNA	HHS-CTC
14	1/17/19	On-Call	RN	HHS-CTC
15	1/2/19	FT	Patrol Officer/ Law Enforcement Academy	Sheriff
16	1/3/19	On-Call	Nurse Practitioner	HHS-CTC
17	1/2/19	FT	Economic Support Specialist	HHS
18	1/2/19	FT	Economic Support Specialist	HHS
19	1/14/19	FT	Health Aide- Bilingual	HHS
20	01/21/19	FT	Legal Assistant	Child Support
21	01/21/19	FT	Public Health Nurse	HHS-Health
22	01/21/19	FT	Social Worker/CM-CPS	HHS
23	01/17/19	PT	Food Service Workers	HHS-CTC
24	01/14/19	PT	Administrative Assistant	County Board
25	01/28/19	FT	Telecommunication Operator I	Public Safety
26	01/28/19	FT	Telecommunication Operator I	Public Safety
27	01/21/19	FT	Social Worker/CM-CPS	HHS
28	01/31/19	O/C	LPH	HHS-CTC
29	01/31/19	PT .35	Food Service Workers	HHS-CTC
30	1/28/19	FT	Housekeeper	Public Works- Facilities
31	1/28/19	LTE	Executive Assistant	County Executive
32	1/31/19	FT	LPH	HHS-CTC
33	1/31/19	O/C	CNA	HHS-CTC
34	1/31/19	PT 20	LPH	HHS-CTC
35	1/18/19	LTE	Bailiff	Circuit Courts
36	1/18/19	LTE	Substitute Teacher	Syble Hopp
37	1/31/19	FT	Certified Occupational Therapy Asst	HHS-CTC

TERM	STATUS	POSITION	DEPT	COMMENTS	TALLY
1	1/4/19	FT	Veterans Service Officer	Veterans	
2	1/2/19	FT	Clerk/Typist II	Sheriff	
3	1/2/19	FT	Teacher Aide	Syble Hopp	
4	1/8/19	FT	Sheriff	Sheriff	
5	1/4/18	FT	Facility Manager	PW/Facilities	
6	1/4/18	FT	Lieutenant 5/2	Sheriff	
7	1/2/19	FT	COTA	CTC	
8	1/2/19	PT 6	Clerk/Typist I	Veterans	
9	1/2/19	PT 53	Library Service Assistant	Library	
10	1/4/19	FT	Patrol Officer	Sheriff	
11	1/4/19	FT	Social Worker/Case Manager	Human Services	
12	1/4/19	FT	Public Health Nurse	Health	
13	1/14/19	FT	Patrol Officer	Sheriff	
14	1/2/19	FT	Department Coordinator	Library	
15	1/11/19	FT	Sergeant	Sheriff	
16	1/11/19	FT	Lieutenant	Sheriff	
17	1/18/19	FT	Lieutenant	Sheriff	
18	1/3/19	FT	Interim HR Manager	HR	
19	1/7/19	FT	Highway Crew	Public Works-Highway	
20	1/7/19	FT	Lead Fabricator/Welder	Public Works-Highway	
21	1/7/19	FT	Highway Crew	Public Works-Highway	
22	1/9/19	PT 5	Account Clerk I	HHS	
23	1/4/19	FT	Library Service Associate	Library	
24	1/9/19	OC	CNA	CTC	
25	1/23/19	FT	Medicolegal Investigator	Medical Examiner	
26	1/17/19	OC	Youth Support Specialist	Shelter Care	
27	1/21/19	PT 24	Maintenance	Syble Hopp	
28	1/23/19	FT	Telecommunication Operator	Public Safety	
29	1/25/19	LTE	Concessionaire	NEW Zoo	
30	1/28/19	LTE	Intern	PALS	
31	1/31/19	LTE	Concessionaire	NEW Zoo	
32	1/31/19	FT	Telecommunication Operator	Public Safety	
33	1/29/19	LTE	Substitute Teacher	Syble Hopp	

COMMENTS	TALLY
Retirement	16
Personal Reasons	1
Other Job Offer	4
Not A Good Fit	
None Given	8
End of assignment	2
Other	2

YTD Applications	
YTD Requisitions	
Applications per Req. (2019):	
Applications per Req. (2018):	17

	TRANS	STATUS	POSITION	DEPT		STATUS	POSITION	DEPT
1	1/2/2019	FT	Economic support specialist	HHS		FT	Economic Support Supervisor	HHS
2	1/2/2019	FT	Clerk IV/Data Control	HHS		FT	Staff Accountant	HHS
3	1/2/2019	FT	Clerk/Typist I	Child Support		FT	Clerk/Typist II	Clerk of Courts
4	1/14/2019	FT	Intake Specialist	District Attorney		FT	Correctional Officer	Sheriff
5	1/13/2019	FT	12 Hr Lieutenant 103.713.074	Sheriff		FT	8 Hr Lieutenant 102.711.074	Sheriff
7	1/3/2019	FT	Civil Process Clerk 101.070.074	Sheriff		FT	Clerk/Typist III 103.078.074	Sheriff
8	1/21/19	FT	Clerk II 102.072.076	HHS		FT	Economic Support Specialist	HHS
9	1/21/2019	FT	Child Support Specialist- Enforce	Child Support		FT	Employment Specialist	Child Support
10	1/14/2019	FT	Clerk/Typist II	District Attorney		FT	Intake Specialist	District Attorney
11	1/13/2019	FT	Deputy Lead Med Investigator	Medical Examiner		FT	Lead Med Investigator/Office manager	Medical Examiner
12	1/13/2019	FT	Med Investigator	Medical Examiner		FT	Deputy Lead Med Investigator	Medical Examiner
13	1/13/2019	FT	Planner I	Planning and Land		FT	Housing Administrator	Planning and Land
14	1/8/2019	O/C	RN	CTC		O/C	RN	CTC
15	1/10/2019	FT	Librarian I	Library		FT	Library Manager	Library
16	1/28/2019	FT	Accounting Technician	Child Support		FT	Clerk/Typist III 105.078.074	Sheriff
17	1/21/2019	O/C	Medical examiner	Medical Examiner		FT	Medicolegal Investigator	Medical Examiner
18	1/28/2019	LTE	Social Worker/CM	HHS		FT	Social Worker/CM	HHS
19	1/28/2019	FT	HR Associate	HR		FT	HR Admin Coordinator	HR
20	1/27/2019	FT	Highway Mechanic	PW-Highway		FT	Lead Fabricator/Welder	PW-Highway

VII. Other

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive